

Office 365 Online Applications - Track 1

Note: This course is for users who know the basics of the desktop applications but are new to the web version.

60 Minutes

Outlook Online – Office 365

- Searching for mail
- Organizing mail with flags, folders, and rules
- Creating and sending new email
- Creating new contacts
- Adding delegates
- Creating meetings and appointments in the Outlook calendar
- Creating tasks

Excel Online – Office 365

- Creating and editing workbooks
- Using Excel Online shortcuts
- Sharing workbooks and assigning access privileges
- Creating and editing charts
- Designing and creating forms

Word Online – Office 365

- Saving documents in Word Online
- Opening and editing documents
- Formatting text
- Adding graphics and tables
- Sharing and printing documents

PowerPoint Online – Office 365

- Opening and saving presentations in OneDrive
- Using different slide layouts
- Adding images, charts, graphics, transitions, animations, and video
- Applying themes
- Sharing presentations
- Printing slides
- Using shortcuts