

Office 365 Introduction – 3hours – Legal Aid Ontario

- ✓ Office 365 apps online
- ✓ Differences between Desktop apps and Web apps
- ✓ Sharing Information Overview
 - ✓ Information
 - ✓ Documents
 - ✓ Project Management
 - ✓ Collaboration
- ✓ Working with Web apps overview:
 - ✓ OneNote (More in-depth section included)
 - ✓ Planner
 - ✓ SharePoint
 - ✓ Teams
 - ✓ Sway
 - ✓ Yammer
 - ✓ Power Automate

Outlook

- ✓ Discover the new ribbon
- ✓ Declutter & organize your Outlook inbox with the new Clutter feature.
- ✓ Use a Focused inbox to keep focused on email that is important to you.
- ✓ Schedule Microsoft Team meetings and keep your meeting notes by using Outlook Calendar Team plug-in.
- ✓ Adding Email Signature
- ✓ Permissions/Security
 - ✓ Protecting confidential e-mails so they are not copied/forwarded
- ✓ Adding shortcuts/pinning commonly used buttons to toolbar
 - ✓ Attach a smart file from the cloud

Word

- ✓ Discover the new ribbon
- ✓ Learn how to translate your documents in Word; find and resolve accessibility issues in your documents.
- ✓ Real-time co-authoring; chat and talk to coworkers in real time seeing each other changes as they happen.
- ✓ Share documents and control permissions; share a link to the document rather than a copy and control who gets to edit or share the document.
- ✓ Resume Reading so you never lose your place, even when you close a document.

PowerPoint

- ✓ Discover the new ribbon
- ✓ Insert icons, SVG files, and 3D models in PowerPoint.
- ✓ Screen recording will enable you to easily create how-to videos.
- ✓ Use the closed caption add-in for PowerPoint to make your PowerPoint files more accessible.
- ✓ PowerPoint Designer will add some create style to your presentation giving you multiple design options.

Excel

- ✓ Discover the new ribbon
- ✓ Publish workbooks to Power BI directly from within Excel 2019.
- ✓ Mine information from multiple sources with the New Query feature.
- ✓ Create 3D animated maps using your excel data.

Using OneDrive

- ✓ Getting Started
- ✓ Managing Files
- ✓ Sharing
- ✓ OneDrive and Web apps
- ✓ [OneDrive and Desktop apps](#)

Using SharePoint

- ✓ Saving files to SharePoint
- ✓ Checking in and out
- ✓ Using version

Co-Authoring

- ✓ Share documents for viewing and co-authoring with people with existing access and specific people manage access to allow editing versus viewer rights only
- ✓ View changes made by coworkers
- ✓ Display version history and revert to a previous version
- ✓ See and respond to comments from others
- ✓ Save your corporate template as a design theme
- ✓ Use Tell me What you Want to Do to find commands.
- ✓ Retrieving the right version of a document

Microsoft OneNote

- ✓ Create a OneNote Notebook
- ✓ Organizing Your Notebook
- ✓ Search and Tag Action Items
- ✓ Integrate with Office Suite
- ✓ Store Securely to OneDrive
- ✓ Turning OneNote items into Outlook calendar events
- ✓ Access from Any Device