

Office 365 Training

Introduction of Corporate
Training





Introduction

You and your employees are likely some of the 1.2 billion people worldwide who have used Microsoft Office. You're familiar with the standard apps like Word, Excel, Outlook, and PowerPoint, and you may have even explored the cloud offerings behind the collective set of leading productivity apps that make up Office 365.

But there's more to Office 365 than meets the eye. From communication and collaboration tools, to storage options and compatibility with business intelligence programs, there is something for every member of your organization.

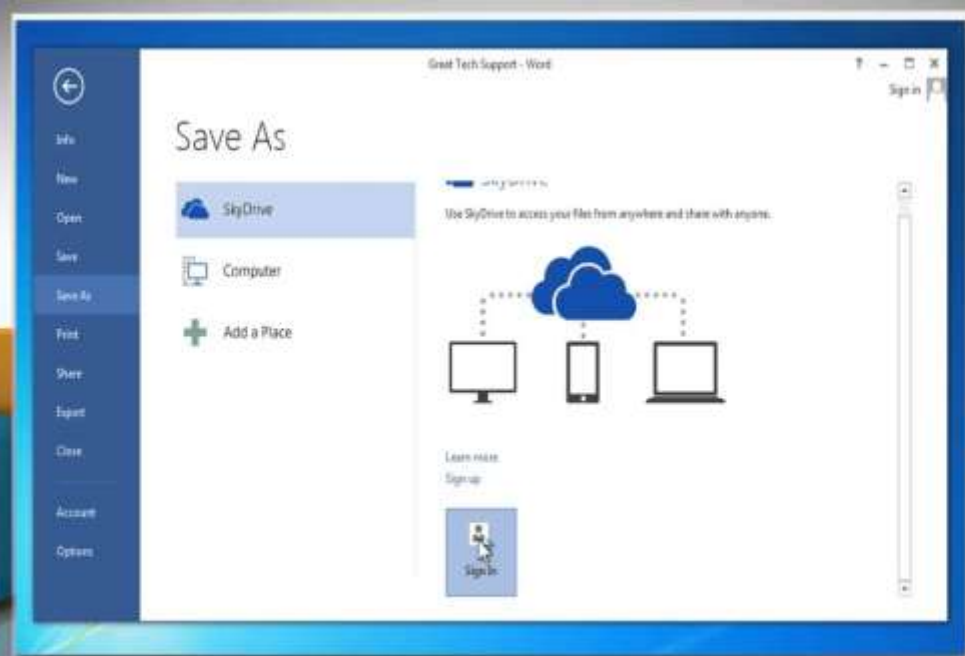
In this training, you'll learn how you can best make use of specific Office 365 apps across 6 critical areas of your growing business: mobility, collaboration, communication, security, productivity, and insights.

As a business leader, you need to be available when your team needs you, and vice-versa. Mobility gives you and your employees the ability to get work done when you are away from the office, your desk, or even your computer.

Your Office 365 subscription includes versions of the Word, Excel and PowerPoint mobile apps. Your workers will be able to perform the same way they would in the office—productively and effectively—in a familiar user interface optimized for their Android or iOS phone or tablet.



- Quick Setup
- Introduction
- Basic Tools
- Share and Co-author
- Improve Accessibility and ease of use
- Work with 3D Models





- Quick Setup
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- Basic Tools
- Share and Co-author
- Improve Accessibility and ease of use
- Formulas, Table, Charts
- Import and Export

1. **Formulas.** Your employees can calculate formulas using their mobile app by tapping the "Formulas" tab.
2. **Easy access to your files.** They can save an Excel file to OneDrive and access it quickly and easily on their mobile device.
3. **Built-in keyboard.** Their tablet's onscreen keyboard has common functions built right in, so they can add formulas with ease.
4. **Recommended charts.** Excel's Recommended Charts feature is perfect for smaller screens, enabling them to quickly visualize data with a few taps of a finger.



- Quick Setup
- Basic Tools
- Slides, Layout, Text and Tables
- Present Slideshow
- Animation, Video and Audio
- Share and Co-author
- 3D Models



Prep and present on the go.

Need to fix something on the way to a presentation? Use the PowerPoint app to make those changes from your smartphone or tablet.



Notes at your fingertips.

Read your presentation Notes directly from your phone.



- Quick Setup
- Introduction
- Basic Tools
- Get Started with One Drive in all Device
- Manage your File
- Share and Sync

Save files to the cloud on OneDrive for Business or SharePoint; then send everyone a single link to the same file, along with viewing and editing permissions. Everyone on your team will have the latest version of the file—eliminating version control hassles.



Use Skype to collaborate with coworkers on a document in real time

Use Skype for Business's "Chat" feature while the team works in a shared document:

- Quick Setup
- Introduction
- Basic Tools
- Click the "Chat" button to begin chatting over Skype with everyone working in the document.



- Even if you exit the Office document, you'll be able to continue the conversation via Skype for Business on your desktop or mobile device...



Your employees can outperform in their roles when they can work together as a team. As a business leader, you want to make it easy using technologies that are proven to work.

Office 365's apps can enable your teams to collaborate from start to finish.

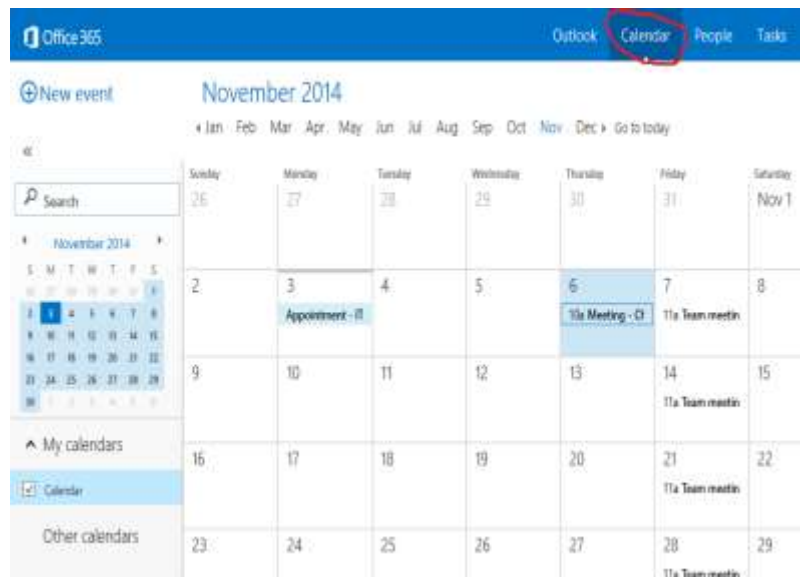
Employees can share meeting notes, co-author documents in real-time, get updates, and access files—so nobody ever misses a beat.



Outlook Web App (OWA)	Microsoft Outlook 2013
<ul style="list-style-type: none">• Change your password• Manage e-mails• Automatic replies• E-mail rules• Manage your calendar• View your calendar• Manage multiple calendars• Create a calendar event• Manage your contacts• Create a contact• Create a personal or shared group• Manage your tasks<ul style="list-style-type: none">• What are tasks?• Create a task• Miscellaneous• Change the theme of your OWA• Add a photo of yourself to your account• Add an e-mail signature• Sign out of your OWA	<ul style="list-style-type: none">• Mail<ul style="list-style-type: none">• Mail overview• Customize your view• Filter e-mail• Calendar<ul style="list-style-type: none">• Calendar overview• Customize your calendar• Add calendar permissions• Share your calendar• Access e-mail on your phone or tablet

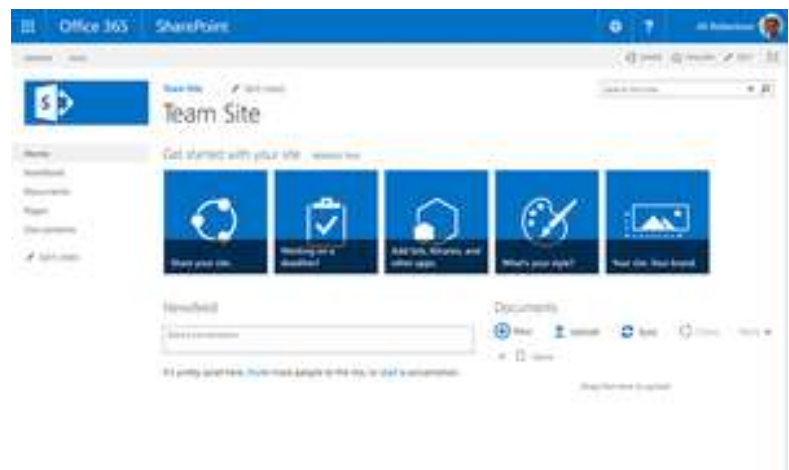
Gone are the days of digging around for a file you want to attach to an email. With Outlook Online, sharing files is better with a new and seamless attachment experience.

- **Choose from recently accessed files.**
- **Grant permissions before sending.**
- **Search easily for files from multiple locations.**





- Quick Setup
- Introduction
- Basic Tools
- Create Sites, Post and Lists
- Share and Sync



Share files easily in the cloud

SharePoint lets you and your employees store, access, and share files on-premises (through SharePoint Server) or from outside your office walls (with SharePoint Online). Purchase SharePoint Online as a standalone offering or as part of an Office 365 suite, allowing the same powerful features of SharePoint without the associated overhead of managing the infrastructure on your own. With SharePoint Online in the cloud, you receive the same best-in-class security and administrative controls and provisions you rely on.

3 important features of SharePoint security



1. Differentiated access:

Administrators can set policy-based access controls based on a user's role in the company, the data access location, and the sensitivity of the data requested.



2. Unified auditing logs:

Administrators can review file- and folder-sharing and synchronization histories, based on a shared file's owners and users.



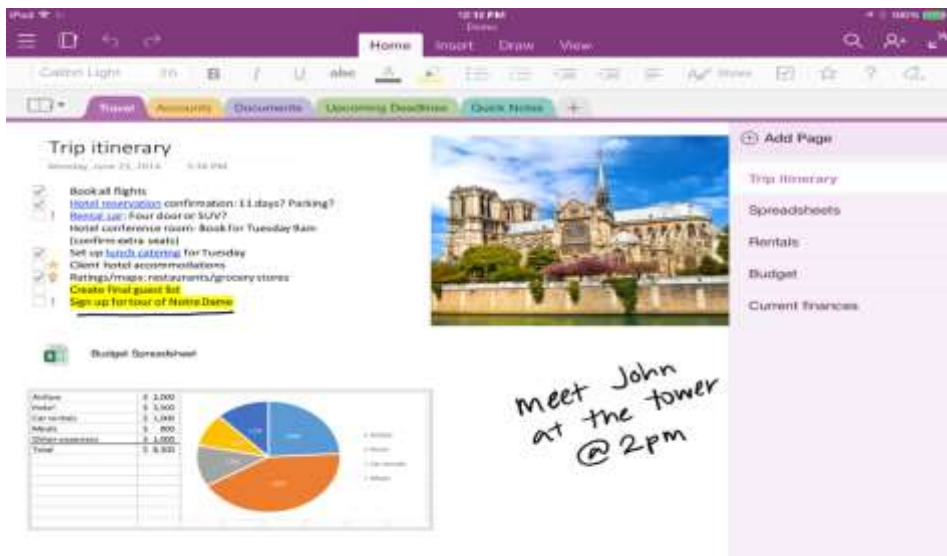
3. Sensitive content classification:

SharePoint has more than 80 pre-built definitions of sensitive content, and companies can create Customized policies for their SharePoint sites.





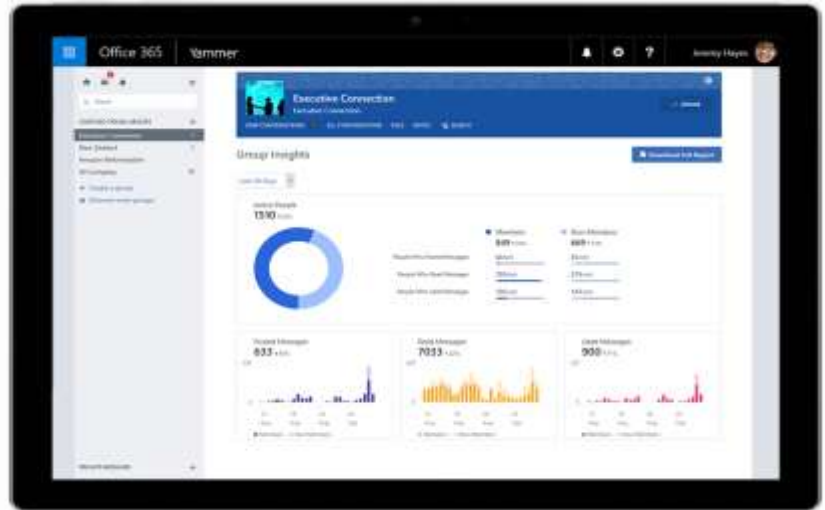
- Quick Setup
- Introduction
- Basic Tools
- Format Notes
- Draw and Sketch
- Stay organized
- Share and Sync
- How to use in Mobile



During a meeting, several contributors can quickly capture their collective brainstorm ideas into a shared OneNote document at the same time. Need to follow up with someone on an idea? Edits are always attributed to a writer, making it easy to find out who wrote what.

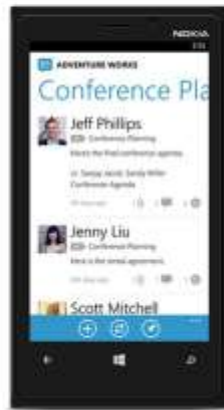


- Quick Setup
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- Yammer Network



Accessing Yammer

Access Yammer from your mobile device when you're on the go.



1. Want to bring together your team in one virtual location?

With Yammer, you can create a Group with the necessary project stakeholders.



2. Want to make sure your team is up-to-date all the time?

With Groups, all conversations, people, and content is available in a single location.



3. Want to make better decisions based on the knowledge across your organization?

The Discovery feed and a smarter search feature helps you stay on top of what matters most.



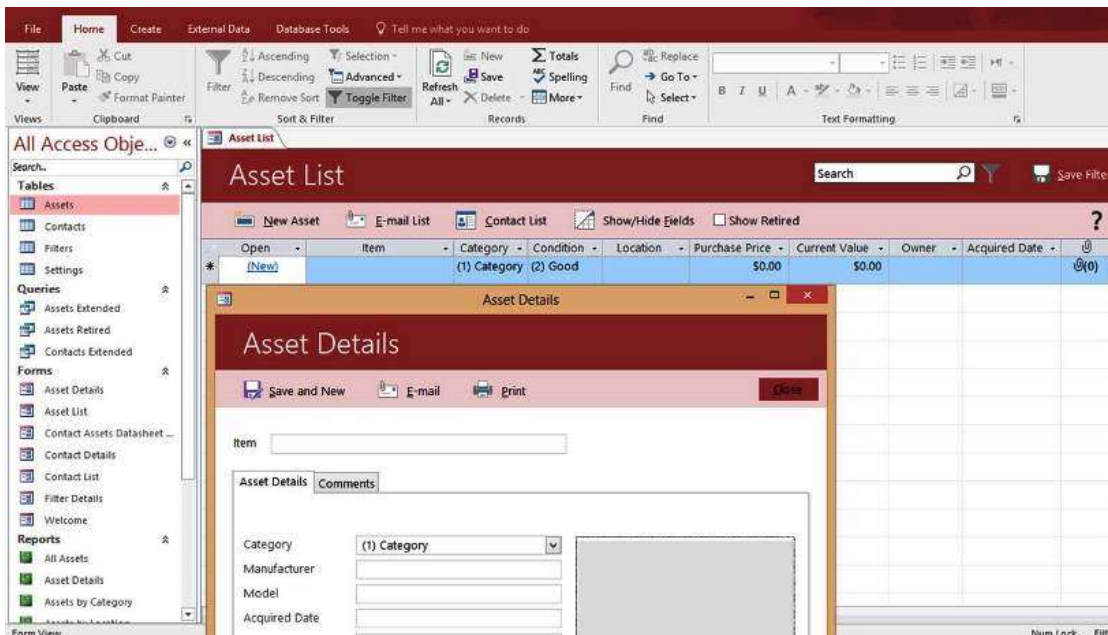
- . Quick Setup
- . Introduction
- . Basic Tools
- . Setup and Customize Your Team
- . Collaborate in teams & Channels
- . Posts, Messages, Upload and Find Files
- . Chats, Calls & Meeting
- . Manage Activity Feed



Microsoft Teams is a platform that combines workplace chat, meetings, notes, and attachments. The service integrates with the company's Office 365 subscription office productivity suite, including Microsoft Office and Skype, and features extensions that can integrate with non-Microsoft products



- Quick Setup
- Introduction
- Basic Tools
- Create an Database
- Add, Edit, Remove Tables
- Use of relationship
- Manage Data
- Create forms, reports
- Protect Database



Microsoft Access is much more than a way to create desktop databases. It's an easy-to-use tool for quickly creating customizable database applications.



- Quick Setup
- Introduction
- Basic Tools

Office 365 Planner

New plan
Planner hub
My tasks 1
Favorite plans
Company BBQ
WU Windows Upgrade
MP Migration Project
All plans
HU Hardware upgrade
VOTE Election Day Prep
CU CRM Upgrade
WT Windows 10 Upgrade
UT Upgrade Team

Favorite plans

Company BBQ

3 tasks left

0 days left

2	1	0	2
Not started	Late	In progress	Completed

WU Windows Upgrade

2 tasks left

0 days left

1	1	0	0
Not started	Late	In progress	Completed

All plans

HU Hardware upgrade

VOTE Election Day Prep

UT Upgrade Team

MT Marketing Team

Office 365 mobile device management

Smartphones and tablets give your employees the freedom to work from virtually anywhere, but what happens if a device loaded with company data is lost or stolen?

Use MDM for Office 365 to secure and manage the following types of devices:

- Android 4 or later versions
 - iOS 7.1 or later versions
 - Windows 8.1
 - Windows Phone 8.1
 - Windows 8.1 RT
 - Windows 10
 - Windows 10 Mobile
-

Mobile Device Management protects a range of Office 365 products, including:

