

OFF-101-365 - Training

Discover the Essential Components of Microsoft 365 at the Office



Objectives

With this training, participants will be able to:

- Understand what it means to work in the cloud
- Access their Microsoft 365 tools at any time
- Create and save documents in Microsoft 365
- Know and identify Microsoft 365 applications that will help their teams be more efficient
- Use cases with SharePoint and Teams

Practical information

Duration	3 hours
Level	Beginner
Languages available	English - French

Prerequisites

General knowledge of the Windows environment

Target audience

Ideal for any office worker with access to Microsoft 365 and aiming to use the tools daily

Content

1- Introduction to the Microsoft 365 ecosystem

- Particularities of working in cloud mode
- Discover the Office portal
- Using Outlook online and OneDrive

4- SharePoint and Teams use cases

- Discover concrete collaborative use cases involving OneNote and Planner

2-What's new in Microsoft 365

- Compare local and online versions of Microsoft 365 applications
- Saving files to the Microsoft 365 cloud
- Using Help

3-Using Microsoft 365 apps

- Ways to access them
- Overview of common apps

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months