

MICROSOFT OFFICE 365 TRAINING PART 1

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COURSE LENGTH: 1.0 DAYS

This course teaches users of Office 365 how to learn basic tasks using the included apps and services. Experienced users who have little to no experience with Office Online, Skype for Business 2016, and Microsoft Teams, will also benefit greatly from this course.

Microsoft Office 365 Part 1 course introduces users to the new version of the software and reviews some of the changes in how the applications are accessed and the new user interface experience.

Click on the button above to get a quote for an in-house/onsite training event at your preferred location.

Microsoft Office 365 Training Courses are available now throughout New Zealand.

MICROSOFT OFFICE 365 TRAINING PART 1 COURSE OUTLINE

FOREWORD

This 1-day course is intended to provide a quick overview of the new interface of the Office 365 suite of applications. Participants will learn how the updated version of the software enhances their productivity with easy to use ribbons and faster cloud-based storage.

OUTCOMES

After completing this course, participants will be able to:

- Communicate with the Outlook Web App
 - Communicate with Colleagues
 - Use Skype for Business 2016
 - Work with Office Online Apps
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MODULES

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)