

## MICROSOFT OFFICE 365 TRAINING PART 2

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**COURSE LENGTH: 1.0 DAYS**

This Office 365 Part 2 course is intended to help Office 365 users understand how to complete more advanced tasks using its various apps and services. Topics will include file storage and collaboration with OneDrive and SharePoint, using cloud-exclusive tools such as Delve and Planner, and managing users and security within Office 365.

Click on the button above to get a quote for an in-house/onsite training event at your preferred location. Microsoft Office 365 Training Course Part 2 are available now throughout New Zealand.

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## MICROSOFT OFFICE 365 TRAINING PART 2 COURSE OUTLINE

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### FOREWORD

Participants will learn how to use the Office 365 cloud-based storage and collaboration with SharePoint and OneDrive as well as how to manage users, security, compliance and domains.

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### OUTCOMES

**After completing this course, participants will be able to:**

- File Storage and Collaboration with OneDrive for Business
  - File Storage and Collaboration with SharePoint Online
  - Organise with Office 365
  - Manage Users
  - Manage Security, Compliance, and Domain Settings
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### MODULES

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### WEB LINKS

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