MICROSOFT OFFICE 365: PART 1

Course Code: 821491

By the end of this course, users should be comfortable with logging into and out their accounts, modifying basic account settings, communicating with others using Skype for Business, Outlook Online, and Microsoft Teams.

Welcome to the first part of our Office 365 courseware. Office 365, is Microsoft's subscription-based online office and software services suite, it incorporates access to online services such as cloud storage with the portability of Office Online.

This course is intended to help users of Office 365 understand how to complete basic tasks using its various apps and services. This manual will also help more experienced users who have little to no experience with Office Online, Skype for Business 2016, and Microsoft Teams.

What You'll Learn

- Communicating with the Outlook Web App
- Communicating with Collogues
- Using Skype for Business 2016
- Work with Office Online Apps

Who Needs to Attend

This course aims to teach 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.

Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required.

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CLASSROOM LIVE	$295 USD	1 Day

Classroom Live Outline

Lesson 1: Getting Started

- Topic A: About Office 365
- Topic B: Navigating Your Account
- Topic C: Finding Help and Changing Settings
- Topic D: Using Desktop Apps with Office 365

Lesson 2: Communicating with the Outlook Web App

- Topic A: Getting Started with the Outlook Web App
- Topic B: Configuring the Outlook Web App
- Topic C: Managing Contacts
- Topic D: Using the Calendar

Lesson 3: Communicating with Colleagues

- Topic A: Using the Newsfeed
- Topic B: Getting Stared with Yammer
- Topic C: Getting Started with Microsoft Teams

Lesson 4: Using Skype for Business 2016

- Topic A: Getting Started with Skype for Business 2016
- Topic B: Making Calls with Skype for Business 2016

Lesson 5: Working with Office Online Apps

- Topic A: Use Word Online
- Topic B: Using Excel Online
- Topic C: Using PowerPoint Online
- Topic D: Using OneNote Online

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VIRTUAL CLASSROOM LIVE	$295 USD	1 Day

Virtual Classroom Live Outline

Lesson 1: Getting Started

- Topic A: About Office 365
- Topic B: Navigating Your Account
- Topic C: Finding Help and Changing Settings
- Topic D: Using Desktop Apps with Office 365

Lesson 2: Communicating with the Outlook Web App

- Topic A: Getting Started with the Outlook Web App
- Topic B: Configuring the Outlook Web App
- Topic C: Managing Contacts
- Topic D: Using the Calendar

Lesson 3: Communicating with Colleagues

- Topic A: Using the Newsfeed
- Topic B: Getting Stared with Yammer
- Topic C: Getting Started with Microsoft Teams

Lesson 4: Using Skype for Business 2016

- Topic A: Getting Started with Skype for Business 2016
- Topic B: Making Calls with Skype for Business 2016

Lesson 5: Working with Office Online Apps

- Topic A: Use Word Online
- Topic B: Using Excel Online
- Topic C: Using PowerPoint Online
- Topic D: Using OneNote Online

Mar 12 - 12, 2026 | 9:00 AM - 5:00 PM EDT

May 13 - 14, 2026 | 9:00 AM - 5:00 PM EDT

Jun 15 - 15, 2026 | 9:00 AM - 5:00 PM EDT

Aug 6 - 6, 2026 | 9:00 AM - 5:00 PM EDT

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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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