

# MICROSOFT OFFICE 365: PART 2

Course Code: 821492

By the end of this course, users should be able to use OneDrive, Delve, and Planner in their day-to-day workflow. They should also be able to perform administrative tasks (such as managing users and groups within Office 365), manage domains, and use the Security & Compliance Center.

Office 365 is Microsoft's cloud-based office software suite. It incorporates online services with Office Online and other Microsoft tools.

This course is intended to help Office 365 users understand how to complete 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.

## What You'll Learn

- File Storage and Collaboration with OneDrive for Business
- File Storage and Collaboration with SharePoint Online
- Organization with Office 365
- Managing Users
- Managing Security, Compliance, and Domain Settings

## Who Needs to Attend

This course is intended to help Office 365 users understand how to complete advanced tasks using its various apps and services.

## Prerequisites

This course is designed for intermediate-level users. Students should be comfortable using Windows and Internet Explorer or Microsoft Edge. Students should complete the first part of our Office 365 courseware and our SharePoint 2016 for Administrators course, before beginning this program.

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: File Storage and Collaboration with OneDrive for Business**

- Topic A: Getting Started with OneDrive for Business
- Topic B: Collaborating Using OneDrive for Business
- Topic C: Using Delve

### **Lesson 2: File Storage and Collaboration with SharePoint Online**

- Topic A: Getting Started with SharePoint
- Topic B: Getting Started with Document Libraries
- Topic C: Working with Document Libraries

### **Lesson 3: Organizing with Office 365**

- Topic A: Working with Tasks
- Topic B: Getting Started with Planner
- Topic C: Working with Planner

### **Lesson 4: Managing Tabs**

- Topic A: Getting Started as an Administrator
- Topic B: Managing Users
- Topic C: Managing Groups
- Topic D: Managing Resources

### **Lesson 5: Managing Security, Compliance, and Domain Settings**

- Topic A: Managing Domains
- Topic B: Security and Compliance

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: File Storage and Collaboration with OneDrive for Business**

- Topic A: Getting Started with OneDrive for Business
- Topic B: Collaborating Using OneDrive for Business
- Topic C: Using Delve

### **Lesson 2: File Storage and Collaboration with SharePoint Online**

- Topic A: Getting Started with SharePoint
- Topic B: Getting Started with Document Libraries
- Topic C: Working with Document Libraries

### **Lesson 3: Organizing with Office 365**

- Topic A: Working with Tasks
- Topic B: Getting Started with Planner
- Topic C: Working with Planner

### **Lesson 4: Managing Tabs**

- Topic A: Getting Started as an Administrator
- Topic B: Managing Users
- Topic C: Managing Groups
- Topic D: Managing Resources

### **Lesson 5: Managing Security, Compliance, and Domain Settings**

- Topic A: Managing Domains
- Topic B: Security and Compliance

Jun 16 - 16, 2026 | 9:00 AM - 5:00 PM EDT

Aug 7 - 7, 2026 | 9:00 AM - 5:00 PM EDT

Oct 16 - 16, 2026 | 9:00 AM - 5:00 PM EDT

Dec 11 - 11, 2026 | 9:00 AM - 5:00 PM EST





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PRIVATE GROUP TRAINING

1 Day

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Date created: 4/23/2026 10:24:57 AM

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