

Microsoft 365 for the Web

This course is an introduction to Microsoft 365 in a cloud-based environment. Using the Microsoft 365 suite of productivity apps online, users can easily communicate and collaborate through Microsoft Teams messaging and meeting functionality and Outlook email. When you create a team, the Microsoft SharePoint team site provides a central storage location for accessing and modifying shared documents. Each user also receives individual document storage through OneDrive for Business. Teams can provide a central hub for working with shared documents in the familiar apps—Word, PowerPoint, and Excel—as an alternative to installing the Microsoft 365 Desktop applications.

Course Objectives:

In this course, you will work productively in the Microsoft 365 cloud-based environment. You will:

- Navigate Microsoft 365 and integrate the online apps.
- Use Microsoft Outlook on the Web.
- Use Microsoft Teams on the web.
- Store documents in SharePoint, OneDrive, and Teams.
- Work with files online.

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- Integrate the Microsoft 365 Web Apps.

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Module 5 - Working with Files Online

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