

Office 365 for the End-User

Course Outline

Module 1: Office 365 Overview

This module introduces students to Office 365, its components, and how it enhances productivity by enabling work flexibility.

Lessons:

- **Office 365 Overview**
- **Accessing Office 365**
- **Managing Office 365 profiles**

Lab: Getting to Know Office 365

- **Sign up for Office 365**
- **Explore Office 365 and manage your profile**

After completing this module, students will be able to:

- **Understand Office 365**
 - **Describe the different components of Office 365**
 - **Sign in to Office 365**
 - **Manage their Office 365 profile**
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Module 2: Using Outlook Online

This module covers managing emails, contacts, calendars, and Outlook settings in Outlook Online.

Lessons:

- **Manage Email**
- **Managing Calendars**
- **Managing Contacts**
- **Configuring Outlook Options**

Lab: Using Outlook Online

- **Managing email**
- **Working with attachments**
- **Working with calendar views**
- **Managing contacts**
- **Configuring Outlook Online options**

After completing this module, students will be able to:

- **Create, send, and reply to emails**
 - **Search and filter emails**
 - **Create appointments and manage reminders**
 - **Add and share calendars**
 - **Manage contacts, import contacts, and create groups**
 - **Use automatic rules to organize emails**
 - **Manage distribution groups**
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Module 3: Using Microsoft Teams

This module introduces students to Microsoft Teams for instant messaging, collaboration, web conferencing, and audio/video meetings.

Lessons:

- **Microsoft Teams Overview**
- **Instant Messaging and Collaboration**
- **Conducting Meetings and Web Conferences**

Lab: Using Microsoft Teams

- **Managing contacts and groups**
- **Using Instant Messaging and Channels**
- **Scheduling and Hosting Meetings**

After completing this module, students will be able to:

- **Describe Microsoft Teams features**
 - **Use Instant Messaging and collaborate in channels**
 - **Create and manage meetings and web conferences**
 - **Manage contacts and groups**
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Module 4: Using SharePoint Online

Students will learn how to locate and share documents, customize sites, and manage workflows in SharePoint Online.

Lessons:

- **Working with site content and navigation**
- **Managing workflows in SharePoint Online**
- **Implementing information management policies**

Lab: Using SharePoint Online

- **Search site content**
- **Customize site navigation**
- **Manage content approval**

After completing this module, students will be able to:

- **Search site content**
 - **Customize SharePoint Online sites**
 - **Implement information policies**
 - **Manage content approval workflows**
 - **Utilize content organizer**
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Module 5: Using OneDrive for Business

Students will learn how to create, modify, save, and share documents in OneDrive for Business

Lessons:

- **OneDrive Overview**

Lab: Using OneDrive for Business

- **Create, view, and edit files**
- **Manage files with OneDrive for Business**

After completing this module, students will be able to:

- **Differentiate between OneDrive and OneDrive for Business**
- **Create and manage files in OneDrive for Business**
- **Access OneDrive files from other devices**
- **Share OneDrive files with others**
- **Create and organize OneNote notebooks**
- **Share and find information in OneNote**
- **Manage notebook content**

Microsoft Word Training

Course Outline

Lessons (Required Topics)

- **Working with Text in Microsoft Word**
- **Formatting Text in Microsoft Word**
- **Working with Tables in Microsoft Word**
- **Working with Images in Microsoft Word**
- **Working with Mail Merge in Microsoft Word**
- **Working with Templates in Microsoft Word**
- **Working with Comments in Microsoft Word**
- **Working with Track Changes in Microsoft Word**
- **Working with Headers and Footers in Microsoft Word**

- Working with Page Layout in Microsoft Word

If Time Allows:

- Working with Shapes in Microsoft Word
 - Working with Themes in Microsoft Word
 - Working with Styles in Microsoft Word
 - Working with Proofing Tools in Microsoft Word
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Microsoft Excel Training

Required Topics:

Module 1: Using Basic Functions and Cell References

- Math Operators and the Order of Operations
- Entering Formulas
- Basic Functions: AutoSum, Average, Max, Min, Count
- Text Functions: Proper, Lower, Upper, Concat
- Using Fill Handle
- Relative, Absolute, and Mixed Cell References

Module 2: Working with Functions in Microsoft Excel

- Using the IF Function
- Using AND, OR, Nested IF() and IFS()
- Criteria-based calculations: COUNTIF(), COUNTIFS(), SUMIF(), SUMIFS(), AVERAGEIF(), AVERAGEIFS()
- Using the LOOKUP Function (VLOOKUP, HLOOKUP, LOOKUP)
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

Module 3: Working with Lists

- Sorting Data in Lists

- Filtering Data in Lists
- Removing Duplicates from Lists
- Adding Subtotals to Lists

If Time Allows:

Module 4: Working with Tables

- Formatting Data as a Table
- Moving Between Tables and Ranges
- Modifying Tables & Styles
- Defining Titles
- Using the Total Row Option

Module 5: Advanced Formatting

- Applying Built-in Conditional Formatting
- Using Formula-based Conditional Formatting

Module 6: Data Tools

- Converting Text to Columns
- Linking to External Data
- Data Validation
- Using Data Validation
- Consolidating Data
- Goal Seek
- Using Goal Seek

Adobe Acrobat Training

Required Topics:

- Creating Adobe PDF Files
- Editing Content in PDF Files

- Combining Files
- Working with Forms in Acrobat

If Time Allows:

- Enhancing PDF Documents
- Using Acrobat with Microsoft Office Files (Windows)