

KOENIG SOLUTIONS • COURSE OUTLINE

Office 365 for the End-User

Learn to use Office 365 tools including Outlook, Skype for Business, SharePoint, OneDrive and OneNote to manage everyday work tasks.

5

MODULES

15

TOPICS

18

HANDS-ON LABS

COURSE OVERVIEW

This course covers the components of Office 365 and how to access and manage a user profile. It then looks at Outlook Online for managing email, calendars, contacts and settings, followed by Skype for Business for instant messaging and audio, video and web conferencing. It continues with SharePoint Online, covering site content and navigation, workflows and information management policies, before finishing with OneDrive for Business and OneNote Online for creating, saving and sharing documents and notebooks.

WHO THIS COURSE IS FOR

Office 365 End Users

Administrative Staff

Business Professionals

Team Members

Information Workers

LEARNING OBJECTIVES

- Describe the components that make up Office 365
- Access Office 365 and manage a user profile
- Manage email, attachments and calendar views in Outlook Online
- Configure Outlook Online options and manage contacts
- Apply instant messaging and conferencing features in Skype for Business
- Organise site content, navigation and workflows in SharePoint Online
- Implement information management policies in SharePoint Online
- Create, edit and share files and notebooks in OneDrive and OneNote

5 Modules, 15 Topics

01

2 Labs

Office 365 Overview

This module will help students understand what Office 365 is and the components that make up Office 365. Students will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.

TOPICS

Office 365 Overview · Accessing Office 365 · Managing Office 365 profiles

02

5 Labs

Using Outlook Online

This module describes how to use Outlook Online. Students will learn how to manage their email, create contacts, create groups, manage attachments, create calendar views, and manage Outlook settings.

TOPICS

Manage Email · Managing Calendars · Managing Contacts · Configuring Outlook Options

03

3 Labs

Using Skype for Business

This module will introduce students to Skype for Business. Students will learn how to use Skype for Business for instant messaging, web conferencing, and audio and video conferencing.

TOPICS

Skype for Business overview · Instant Messaging in Skype for Business · Conferencing in Skype for Business

04

3 Labs

Using SharePoint Online

This module introduces students to SharePoint Online. Students will learn how locate and share documents in SharePoint Online. After completing this module students will be able to customize their SharePoint site, search for content, customize workflows in SharePoint Online, and configure list-based information management.

TOPICS

Working with site content and navigation · Managing workflows in SharePoint Online · Implement information management policies

Using OneDrive for Business and OneNote Online

This module will show students how to create, modify, save, and share documents using OneDrive for Business. Students will learn how to create and open OneNote notebooks and work with OneNote sections and pages and how to add new content to a new OneNote page.

TOPICS

OneDrive Overview · OneNote Online Overview

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	Office 365 Overview	■ Getting to Know Office 365: Sign up for Office 365 ■ Getting to Know Office 365: Explore Office 365 and manage your profile
02	Using Outlook Online	■ Using Outlook Online: Managing email ■ Using Outlook Online: Working with attachments ■ Using Outlook Online: Working with calendar views ■ Using Outlook Online: Managing contacts ■ Using Outlook Online: Configuring Outlook Online options
03	Using Skype for Business	■ Using Skype for Business: Managing contacts and groups in Skype for Business ■ Using Skype for Business: Using Instant Messaging with Skype for Business ■ Using Skype for Business: Conferencing in Skype for Business
04	Using SharePoint Online	■ Using SharePoint Online: Search site content ■ Using SharePoint Online: Customize site navigation ■ Using SharePoint Online: Manage content approval
05	Using OneDrive for Business and OneNote Online	■ Using OneDrive for Business: Create, view, and edit files with OneDrive for Business ■ Using OneDrive for Business: Manage your files with OneDrive for Business ■ Using OneNote Online: Create and organize a OneNote notebook ■ Using OneNote Online: Take and manage notes ■ Using OneNote Online: Locate and share information

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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