

KOENIG SOLUTIONS · COURSE OUTLINE

Custom Office 365 End User with Word, Excel and Adobe Training

Learn to use Office 365 apps, Microsoft Word, Excel and Adobe Acrobat for everyday document, data and collaboration tasks.

13

MODULES

64

TOPICS

15

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers the core Office 365 applications, starting with an overview of Office 365 and its profile settings, then moving through Outlook Online, Microsoft Teams, SharePoint Online and OneDrive for Business for email, collaboration, document sharing and file management. It continues into Microsoft Word for working with text, formatting, tables, images, mail merge, templates, comments, track changes and page layout. It then covers Microsoft Excel, including basic functions and cell references, logical and lookup functions, working with lists and tables, advanced conditional formatting, and data tools such as data validation and goal seek. It closes with Adobe Acrobat, covering creating and editing PDF files, combining files and working with forms.

WHO THIS COURSE IS FOR

Office 365 End Users

Administrative Staff

Business Professionals

Document Preparers

Data Analysts

LEARNING OBJECTIVES

- Explain the components and benefits of Office 365
- Manage email, calendars and contacts in Outlook Online
- Use Microsoft Teams for messaging and web conferencing
- Navigate and manage content and workflows in SharePoint Online
- Create and share files using OneDrive for Business
- Apply formatting, tables, images and mail merge in Word
- Build formulas using basic, logical and lookup functions in Excel
- Create PDF files and forms using Adobe Acrobat

13 Modules, 64 Topics

01

2 Activities

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

02

5 Activities

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

03

3 Activities

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

04

3 Activities

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

Using OneDrive for Business

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

LESSONS

OneDrive Overview

Microsoft Word Training

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

Using Basic Functions and Cell References

TOPICS

- 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

02

Working with Functions in Microsoft Excel

TOPICS

- 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

03

Working with Lists

TOPICS

Sorting Data in Lists · Filtering Data in Lists · Removing Duplicates from Lists · Adding Subtotals to Lists

04

Working with Tables

If Time Allows

TOPICS

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

05

Advanced Formatting

TOPICS

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

06

Data Tools

TOPICS

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)

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Office 365 Overview	LAB: GETTING TO KNOW OFFICE 365 ■ Sign up for Office 365 ■ Explore Office 365 and manage your profile
02	Using Outlook Online	LAB: USING OUTLOOK ONLINE ■ Managing email ■ Working with attachments ■ Working with calendar views ■ Managing contacts ■ Configuring Outlook Online options
03	Using Microsoft Teams	LAB: USING MICROSOFT TEAMS ■ Managing contacts and groups ■ Using Instant Messaging and Channels ■ Scheduling and Hosting Meetings
04	Using SharePoint Online	LAB: USING SHAREPOINT ONLINE ■ Search site content ■ Customize site navigation ■ Manage content approval
05	Using OneDrive for Business	LAB: USING ONEDRIVE FOR BUSINESS ■ Create, view, and edit files ■ Manage files with OneDrive for Business

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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