

<p>OFFICE 365 ORIENTATION</p> <p>Duration: 90 min</p> <p>Objective: To gain an understanding of what is Office 365 and how to use it from the Desktop and from the Web</p> <p>Essential: Must be logged into Office.com</p> <p>Learning Outcomes By the end of the day, you will have a clear understanding of which apps to use. You will be aware of add-in apps. Be able to use OneDrive.</p>	<p>Module 1 Getting Started What is Office 365? Office 365 Apps Understand Desktop Apps Understand Web Apps Understand Mobile Apps</p> <p>Module 2 Setup My Profile Screen Editing you Profile Page</p>	<p>Module 3 Working with Apps Using Apps Launcher Understand Office Online Online Word, Excel and PowerPoint</p> <p>Module 4 Add-in apps Overview of: Planner Whiteboard Polly Sway Power Bi Teams OneNote</p>	<p>Module 5 OneDrive Understanding OneDrive Syncing Files</p>
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