

<b>OFFICE 365 ORIENTATION</b>			
<p><b>Duration:</b>90 min</p> <p><b>Objective:</b> To gain an understanding of what is Office 365 and how to use it from the Desktop and from the Web</p> <p><b>Essential:</b> Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p> <p><b>Learning Outcomes</b> 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><b>Module 1</b> <b>Getting Started</b> What is Office 365? Office 365 Apps Understand Desktop Apps Understand Web Apps Understand Mobile Apps</p> <p><b>Module 2</b> <b>Setup</b> My Profile Screen Editing you Profile Page</p>	<p><b>Module 3</b> <b>Working with Apps</b> Using Apps Launcher Understand Office Online Online Word, Excel and PowerPoint Viewing Add-in Apps</p>	<p><b>Module 4</b> <b>OneDrive</b> Understanding OneDrive Syncing Files</p>