

Office 365 Select



TRAINING GUIDE

Office 365 Select is our most flexible training solution for businesses starting with Office 365. With 14 modules to choose from you can study when and where you want.

End User
+
IT Training
available



► 14 TRAINING MODULES TO CHOOSE FROM

Introducing our most flexible training solution for businesses starting with Office 365. Only pick the modules you need. 1-hour, half day, 1-day or 2-day training options are available. Get the most out of your Office 365 investment.



Module 1: What is Office 365?

- Gain an understanding of the Office 365 platform and what services it provides
- Sign in to the office 365 web portal and navigate the interface
- Perform some basic customisations and use the Office 365 store
- Anywhere, any device – desktop vs. browser vs. mobile



Module 2: Outlook & People

- Understand the difference between using Mail in the web portal versus the desktop application
- Perform the basic actions with sending and receiving email
- Managing email with the outlook web app
- Customise the mail options in the outlook web app
- Understand the difference between using the People app in the web portal versus the desktop application
- Working with contacts and contact groups through Outlook web app



Module 3: Calendar & Tasks

- Understand the difference between using the Calendar in the web portal versus the desktop application
- Create appointments and meetings through the Outlook web app
- Understand the difference between using the Tasks app in the web portal versus the desktop application
- Creating and working with tasks and to-do items in the Outlook web app
- Using the To-Do app

Module 4: OneDrive for Business

- Working with files and folders in the OneDrive for Business web app
- Creating and accessing files through the Office desktop apps
- Sharing files with other users
- Syncing files through the OneDrive for Business desktop app



Module 5: Word Online, Excel Online, PowerPoint Online, OneNote Online

- The difference between using Word Online versus the desktop application
- Create and work with documents
- Share documents with people
- Understand the difference between using Excel Online versus the desktop application
- Create and work with workbooks
- Share workbooks with people
- Understand the difference between using PowerPoint Online versus the desktop application
- Create and work with presentations
- Share presentations with people
- Understand the difference between using OneNote Online versus the desktop application
- Create and work with notebooks
- Share notebooks with people



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Module 6: SharePoint Online

- Creating and navigating a Team Site
- Using the Tasks, Contacts and Calendar
- Understanding Document Libraries
- Create a Blog



Module 7: Delve

- Understand your profile and search for other's profiles
- Use content discovery to understand how to keep up with people's activity



Module 8: Skype for Business Part 1

- Use Instant messaging
- Use presence



Module 9: Skype for Business Part 2

- Use voice and video calling to communicate with people
- Schedule Skype meetings with people
- Share screens and content in meetings
- Record meetings for absentees to view later



Module 10: Planner

- Create a plan and add members
- Create tasks and assign them to members
- Create new Buckets and move task into them
- Use the Planner Hub



Module 11: Teams

- Create a Team and add members
- Navigate the teams interface
- Start and search conversations



Module 12: Yammer and Stream (30 mins)

- Posting and sharing on Yammer
- Using Hashtags and @mentions
- Collaborating using Yammer

Module 13: Using Stream

- Navigating and playing videos
- Creating a Channel and uploading a video
- Adding to your watchlist and following a channel



Module 14: Sway

- Create a new Sway project
- Add content to the Storyline
- Change the design of your Sway project
- Share a Sway Project



► IT SYSTEMS TRAINING

- 10997 - Office 365 Administration And Troubleshooting
- 20347 - Enabling And Managing Office 365
- 55215 - SharePoint Online Power User
- 55238 - SharePoint Online For Administrators

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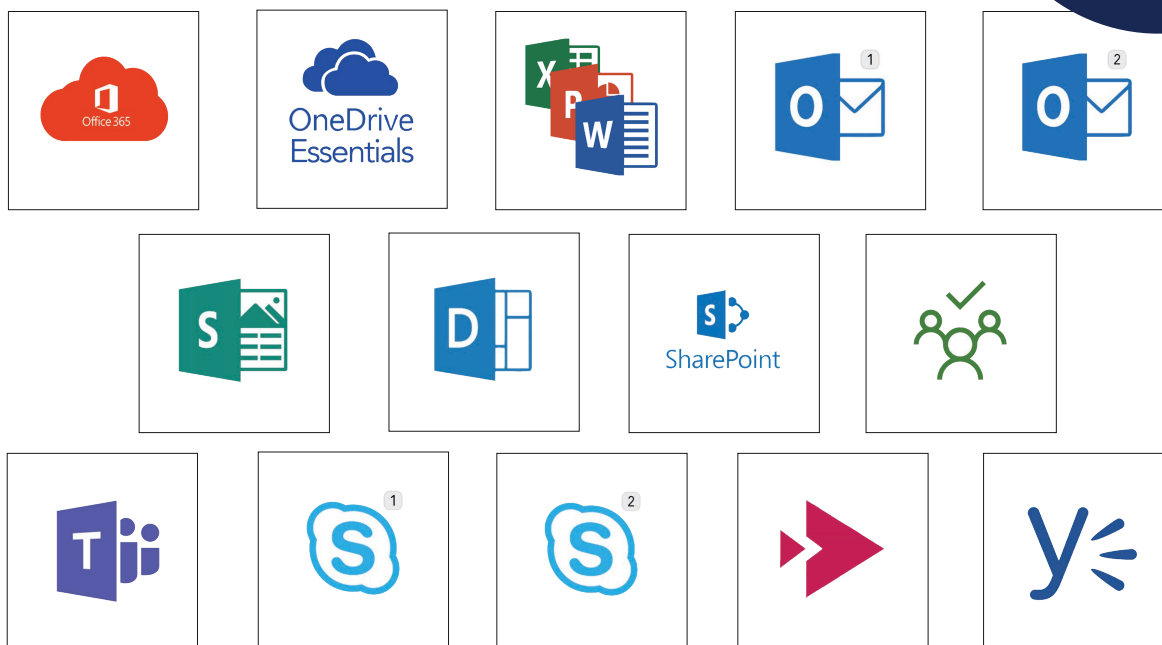


► OFFICE 365 SELECT TRAINING GUIDE

Whether you've already migrated to Office 365 or are just in the process of rolling out, New Horizons Australia can help your team get up-to-speed quickly. Office 365 Select is our most flexible training solution. Save time and money and select only the training that you need.

- ✓ 14 training modules to choose from
- ✓ Half day, 1-day or 2-day training options available
- ✓ Only pick the modules you need
- ✓ Study at your place or at ours

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