

MS Office 365 Course Outline – Intermediate level

Course Objectives



This intermediate course is for anyone who wants to learn more about Office 365 having taken the introduction course. It's suitable for those who have a little self-taught knowledge.

By the end of this course you will be able to create and edit documents, workbooks, PowerPoint presentations and OneNote online. You will understand how to create forms and quizzes, share and collate responses. You will be able to create a Plan, create and assign tasks. Communicate with colleagues via Yammer and keep organised with Delve. You will learn about how to work with Teams and set up meetings and chat too. Lastly you will learn how to use Sway for presentations.

Estimated Course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

Working with Word online

- Creating documents
- Adding content to documents
- Formatting document contents
- Sharing/Co-authoring documents
- Saving documents to OneDrive

Working with Excel online

- Creating workbooks
- Adding content to workbooks
- Formatting workbook contents
- Sharing/Co-authoring workbooks
- Saving workbooks to OneDrive

Working with PowerPoint online

- Creating presentations
- Adding content to presentations
- Formatting presentation contents
- Sharing/Co-authoring presentations
- Saving presentations to OneDrive

Working with OneNote online

- Creating Notebooks
- Understanding Notebook structure
- Adding content to Notebooks
- Sharing Notebooks

Microsoft Forms overview

- Creating Forms
- Setting Form options
- Creating Quizzes
- Sharing Forms
- Collating Responses

Collaborating with Teams

- Creating and joining Teams
- Working with Channels
- Searching within Teams
- Working with files in Teams
- Meetings & Chat

Working with Planner

- Creating Plans
- Creating Groups
- Categorising Tasks using Buckets
- Creating Tasks
- Assigning Tasks
- Boards
- Viewing Plans
- Planner Insights
- Using Planner with Outlook

Communicating with Yammer

- Viewing and updating your Profile
- New and existing groups
- Taking part in Conversations
- Creating Posts
- Using Praise

Keeping organised with Delve

- Finding content using Delve
- Tagging files
- Working with Favourites, Content and People
- Delve Boards

Working with Sway

- Navigating Sway
- Creating Sways
- Adding content to Sways
- Editing cards
- Grouping cards
- Customising Sways
- Previewing Sways
- Sharing Sways