

## MS Office Online

### Course Objectives

This Office Online course is for anyone who wants to understand how to use the Office Online applications.

### Course Description

By the end of this course you will be able to access Office online and work with the ribbons and toolbars. You will gain an understanding of how to use OneDrive and how to switch between the apps. Included in this course is how Excel, Word, PowerPoint and OneNote work.

Estimated Course duration is 45 - 60 minutes. Each lesson takes on average 3-5 minutes to complete.

### Topics covered

#### Getting Started

- Office Online Explained
- Accessing Office Online
- Ribbons and Toolbars
- Understanding OneDrive
- Switching Between Online Apps

#### Excel Online

- Backstage View
- Home tab
- Insert Tab
- Data Tab
- Review Tab
- View Tab
- Status Bar

#### Word Online

- Backstage View
- Home Tab
- Insert Tab
- Page Layout Tab
- Review Tab
- View Tab
- Status Bar

#### PowerPoint Online

- Backstage View
- Home Tab
- Insert Tab
- Design Tab
- Transitions Tab
- Animations Tab
- View Tab
- Status Bar

#### OneNote Online

- Backstage View
- Home Tab
- Insert Tab
- View Tab