

Microsoft 365 Course Outline – Introduction level

Course Objectives

This introduction course is for anyone who wants to understand how to use Microsoft 365. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will be able to access your Microsoft 365 account, understand the home page, change settings, themes and sign out. You will be able to access the online version of Outlook, Word, Excel and PowerPoint and learn about the difference between contacts and groups. Learn the difference between SharePoint and OneDrive. Understand about other apps such as Viva Engage, Teams, Planner and Stream/Clipchamp.

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

Topics covered

Getting Started

- An overview of Microsoft 365
- Showing you around
- Useful settings

A whirlwind tour of the apps

- Copilot
- Viva Engage
- Outlook App
- Word App
- Excel App
- PowerPoint App
- OneNote App
- SharePoint App
- OneDrive for business
- Teams App
- Whiteboard App
- Planner App
- Loop App
- Sway App
- Stream App

Collaborating with Outlook online

- Working with emails and folders
- Outlook People
- Using Calendars
- Working with Shared Calendars
- Creating Outlook Tasks
- Setting Outlook options

Working with Groups

- An Introduction to Groups
- Creating Groups
- Managing Groups
- Groups Collaboration

OneDrive for Business

- Navigating around OneDrive
- Accessing Content in OneDrive
- Using the Microsoft 365 Apps
- Collaborative working
- Creating and Saving Documents
- Connecting Microsoft Office to OneDrive
- Collaborative Working
- Version History