

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 and Planner.

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

Topics covered

Getting Started

- An overview of Microsoft 365
- Showing you around
- Changing the Theme and Useful settings

A whirlwind tour of the apps

- Outlook online
- Word online
- Excel online
- PowerPoint online
- OneDrive for business
- OneNote
- Viva Engage
- SharePoint
- Teams
- Planner
- Delve

Collaborating with Outlook online

- Working with emails and folders
- Outlook People
- Using the Calendar
- Shared Calendars
- Outlook tasks in the Web app
- Setting Outlook options, signatures, automatic Replies and Rules

Groups

- Introduction to Groups
- Creating Groups and Setting options
- Collaboration using Groups
- Managing Groups as an Owner

Keeping organised with OneDrive

- Navigating around OneDrive
- Accessing Content in OneDrive
- Using the Office online apps
- Collaborative working
- Connecting Microsoft Office to OneDrive
- Creating and Saving Office documents to OneDrive
- Version History