



Essential Skills

Microsoft Office- Stage 1

GIVE YOUR PRESENTATION A PROFESSIONAL MAKE-OVER

ABOUT THIS COURSE

This course is offered as a 2-hour online course focusing on you and your team becoming super confident using Microsoft Office 365. It covers the skills that are essential to continue to work interrupted on 'go-live' day.

Learners are fully supported during and after the workshop with a quick reference cheat sheet that covers the key things they need to know to get started.

IS THIS COURSE SUITABLE FOR YOU OR YOUR TEAM?

This course is aimed at people who are ready to learn the fantastic collaborative features that Microsoft 365 offers.

This course is for you if:

- ✓ You are new to Microsoft 365 and would like a 'getting started' course
- ✓ An upgrade to Microsoft 365 is just around the corner and you'd like a heads up as to what it is and what to expect on 'go-live' day
- ✓ You've been using Microsoft 365 for a while and now need structured learning that'll fill in gaps, consolidate what you already know, cover best practice, and avoid possible 'gotchas' that many have learned the hard way.

LEARNING OUTCOMES

By the end of this course, you should be able to confidently:

- **Navigate and understand** the fundamentals of **working** in the **cloud**.
- **Collaborate** on a **document** in real-time with others.
- Save in the **cloud**, understand **storage options** and when to use **SharePoint, OneDrive and Teams** file storage.
- **Sync your files** from the cloud to your File Explorer.
- **Share** your **files** with colleagues and people who work outside of your organisation.
- **Utilise Apps** like Planner and Teams to save time, track tasks and **be more effective** and **productive**.

AVAILABLE AS AN ONLINE LIVE SESSION

We use Microsoft Teams to deliver this live online session. If you would like to follow along with your trainer please ensure you have logged in to your Microsoft® Office 365 Premium (or equivalent) subscription.

Having a webcam and headphones ensures you can enjoy interacting with your trainer and fellow participants. Please ensure your browser software is up to date too. For the best experience we recommend using Microsoft Chromium Edge or Google Chrome as your browser.

Details on how to connect to the session, along with your quick reference cheat sheet will be emailed to you prior to your session. Having a printed copy handy during your learning will be extremely beneficial to your learning.

COURSE PRE-REQUISITES

An understanding of previous versions of Microsoft® Office would be beneficial but not essential. Learners will require a PC with access to their Microsoft® Office 365 Premium (or equivalent) subscription.

COURSE DURATION AND DELIVERY

Course delivery consists of 2 hours online tuition. The duration is set for a maximum of 8 people. The course is delivered by a certified Microsoft® Office Specialist with over 20 years of experience training Microsoft® products.

COURSE CONTENT

Topics covered in this course include the following:

INTRODUCING MICROSOFT OFFICE 365

- Microsoft 365 and working in the cloud
- Differences when working in Online apps or Desktop apps
- Getting the most from the www.office.com Start Page
- Navigating and personalising settings

CREATING AND SAVING IN THE CLOUD

- Storing files in SharePoint vs OneDrive vs Teams
- Autosave and Version Control
- Working in OneDrive
- Recycle Bin

SHARING

- New ways of sharing and collaborating
- Sharing internally and externally
- Collaborating in real-time

SYNCING

- Sync across devices
- File Explorer sync options

USEFUL APPS TO FURTHER EXPLORE

- Outlook Online
- Planner
- Teams

WHAT PEOPLE ARE SAYING ABOUT THE COURSE

“

I will work smarter. What in the past was done as trial and error will be more precise and correct.

”

Anaheeta Sethna - Accounts Administrator

“

"VERY ENJOYABLE!"

Wonderful, fun, interactive, real-life facilitator - made the session very enjoyable!

Janelle Kilgour - HR Comms Coordinator

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“

"GOOD HANDS-ON EXAMPLES"

An absolutely amazing trainer! Really encouraging and able to relate to learners. Good hands-on examples.

Andre Nair - HSEQ Manager

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GET IN TOUCH WITH US

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