



# Microsoft Office Online



INFocus COURSEWARE

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## ❖ General Description

The skills and knowledge acquired in **Microsoft Office Online** are sufficient to be able to use and operate the applications in the Microsoft Office Online suite effectively including how to access the applications, create and share files, use the applications in conjunction with other programs and services and much more.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- understand what **Office Online** is and how to access it
- understand and access **Office Online** to create, save and edit common **Microsoft Office** documents
- understand **Word Online** and how to use it
- work with more advanced features of **Word Online**
- understand **Excel Online** and how it can be used
- work with more advanced features of **Excel Online**
- access and navigate **PowerPoint Online**
- work with the advanced features of **PowerPoint Online**
- understand and work with **OneNote Online**

## ❖ Prerequisites

**Microsoft Office Online** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and internet browsers.

## ❖ Topic Sheets

88 topics

## ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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Product Information



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