InFocus Courseware

Microsoft Office 365
For Business - Level 1

WP:
WATSONIA PUBLISHING

Product Code: INF1720   ISBN: 978-1-925526-62-2

❖ **General Description**

The skills and knowledge acquired in Microsoft Office 365 - For Business - Level 1 are sufficient to be able to understand how Office 365 works and perform basic tasks.

❖ **Learning Outcomes**

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

- understand what *Office 365* is and how it can be used
- understand how to start working with *Office 365*
- create, send and receive emails using *Mail*
- use *Calendar* to manage meetings, events and appointments
- understand and work with *People*
- create and join groups, post and interact with messages, and work with files using *Yammer*.
- use the *Newsfeed*
- access and navigate *OneDrive*
- start working with *Office Online*
- perform more complex email operations using *Mail*
- configure and personalise *Mail* settings to suit your needs

❖ **Prerequisites**

Microsoft Office 365 - For Business - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

141 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*.

This information sheet was produced on Friday, August 25, 2017 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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