Microsoft Skype For Business

❖ **General Description**

The skills and knowledge acquired in **Microsoft Skype For Business** are sufficient to be able to work with the basic elements of Skype for Business, including adding and working with contacts, sending and receiving calls and instant messages, using the presenting features, and working with Skype for Business settings.

❖ **Learning Outcomes**

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

- gain an understanding of **Skype** for **Business**, its features and how it can be used
- add and work with contacts in **Skype** for **Business**
- understand and work with instant messages
- work with audio and video features in **Skype** for **Business**
- create and join meetings in **Skype** for **Business**
- use the presenting tools
- understand and work with the **Skype** for **Business** mobile app
- understand, work with and modify **Skype** for **Business** options

❖ **Prerequisites**

Microsoft Skype For Business 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**

69 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**.

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Product Information

Microsoft Skype For Business

INFOCUS COURSEWARE

WATSONIA PUBLISHING

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Product Information

AUSTRALIAN MADE & OWNED