



Microsoft Office 365 For Business



INFocus COURSEWARE

Product Code: INF1420

ISBN: 978-1-925121-41-4

❖ General Description

The skills and knowledge acquired in **Microsoft Office 365 - For Business** are designed to provide a thorough understanding of what Office 365 is and how it can be used including how to access Office 365, work with the Outlook Web App, use OneDrive and Office Online, create Sites, interact with and contribute to the Newsfeed and much more.

❖ Learning Outcomes

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

- understand what **Office 365** is and how it can be used
- get started with **Office 365**
- create, send and receive emails using **Outlook**
- use the **Calendar** feature to manage meetings, events and appointments
- understand and work with **People**
- start working with **Skype For Business**
- use the **Newsfeed**
- access and navigate **OneDrive**
- start working with **Office Online**
- understanding and navigating sites
- perform more complex email operations using **Outlook**
- configure and personalise **Outlook** settings to suit your needs
- understand and work with **Outlook** for mobile
- access and work with files in **Office** mobile apps
- start **Office** for iPad

❖ Prerequisites

Microsoft Office 365 - For Business 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

189 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



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Categorising Emails
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Exiting Safely



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