



# Microsoft Office 365

## For Business - Level 2



INFOCUS COURSEWARE

Product Code: INF1721

ISBN: 978-1-925526-63-9

### ❖ General Description

The skills and knowledge acquired in Microsoft Office 365 - For Business - Level 2 are sufficient to be able to use and operate the software effectively.

### ❖ Learning Outcomes

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

- understanding and navigating sites
- learn how to work with **SharePoint**
- understand **Planner** and how to work with it
- create and work with tasks
- gain an understanding of **Delve**
- understand **Sway** and how to create and work with sways
- set up and begin working with **Bookings**
- understand what **Microsoft Teams** is
- start **Office** for iPad
- access and work with files in **Office** mobile apps

### ❖ Prerequisites

Microsoft Office 365 - For Business - Level 2 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

136 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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- SharePoint Mobile App

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Understanding the OneNote Mobile  
App



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