



INFOCUS COURSEWARE

Microsoft Skype For Business



Product Code: INF1725

ISBN: 978-1-925526-65-3

❖ 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



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Getting Started With Skype

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- Starting Skype for Business in Windows 10
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- Glossary of Skype for Business Terms
- Accessing Help

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- File Locations



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