



MOUSELITERATE

Office 365 Upgrade Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.

Session One

An Introduction to Office 365

- Online and desktop applications
- Accessing applications
- Autosaving

What is OneDrive

- Cloud storage introduction
- Saving files
- Version history
- Sharing
- Sync to Desktop

Teams

- Teams Chats
- Channels
- Adding files to a chat
- Meetings
- Add-ons

Collaboration

- Desktop sharing
- Video calls
- @mentions
- Sharing documents

Session Two

SharePoint

- An introduction to SharePoint
- Intranet sites
- Document management
- Calendars and task lists in SharePoint

A Brief Overview of New Features in

- Excel
- Word
- PowerPoint
- Outlook

A Brief Look at Other Applications

- Steam
- Forms
- Flow
- Planner

