Formation Microsoft Office 365 - Foundation for users in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 1103

Goal : In this training you will learn to participate in the life and evolution of your company's Office 365 website and use the tools made available by this technology in an efficient and simple way to save time in your daily professional life.

Audience : Anyone who has to collaborate on Office 365.

Prerequisites : Very good browsing experience with Internet Explorer and basics of MS Excel, MS

Word and MS Outlook softwares.

Goals :

- Introduction
- Office 365 ecosystem overview and product versions
- Issues with installed versions of Microsoft Office softwares
- Understand the hierarchical structure of Office 365 and default security groups
- Discovering Office 365 interface, areas and related topics
- Reminders on Internet Explorer / Edge (opening a link in a new tab, managing favorites, history, start page)
- Create a simple empty site and basic settings
- Quick Overview of Office 365 sites types
- Fill out his profile and access his personal website
- Favorites management (My Links / Follow-ups)
- Fast creation of simple lists, simple libraries and simple workspaces
- Identify users online (if technology available)
- Upload / Download / Edit / Delete Documents or Items
- Send a document by email
- Using folders, filters and sorting tool
- Simple use of versions
- Understand the concept of Web Part
- Customize the shared home page
- Customize the personal home page
- Creating Web Part Pages
- ...

Pedagogical method : This training is based on small business-oriented exercises with only 10% theory at the beginning.

Suggested duration for presentiel training (days) : 2
Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 225 CHF
Daily price in remote : 108 CHF
Daily price in remote for students : [contact](#) us (only if student card!)
Daily price in remote (with recording) : 1125 CHF
Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :**
- **Author(s) :**
- **Pages :**
- **ISBN :**

Tags : office 365 training, office 365, microsoft office 365, office 365 course, managin mysite, share news, libraries, listss, web parts, alarms, alerts, office 365 for users, office 365 training for users, office 365 course for users.

Please enable JavaScript to view the