



Formation Microsoft Office 365 - Interoperabilities between Office 365 and Microsoft Office softwares 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 : 1106

Goal : Learn how to work collaboratively with Microsoft Office Standard and Pro tools (Word, Excel, PowerPivot, OneNote, Project, Outlook) or simply interact with Office 365 (InfoPath, FrontPage, PowerPoint, Access, Visio, Lync etc.) to take advantage of the power of using MS Office tools within large organizations in an efficient way.

Audience : This workshop is aimed at experienced users who are using Microsoft Office tools at an

excellent level and want to mix Microsoft Office and Web technologies with Office 365.

Prerequisites : Good knowledge of Internet Explorer and the basic software of the MS Office suite that will be used in the training (MS Word, Excel, PowerPoint, Outlook, PowerPoint, OneNote, FrontPage, Access, Visio and Project).

Goals :

- Introduction
- Adding a Network Connection in Windows Explorer to an Office 365 Library
- Using linked SharePoint folders (and subfolders) to Outlook for common email management with preview
- Utility of the "SharePoint Draft" folder in the "My Documents" folder
- Synchronize Off-Line documents with OneDrive
- Choose Office Web App as the default reading / editing tool for Office 365 libraries
- Entering metadata when saving documents (MS Office)
- Collaborative mode management in MS Word / Excel / PowerPoint / Visio and OneNote (workspace)
- Linking MS Word / Excel form metadata with Office 365 lists / libraries
- Using and Managing Document Versions in MS Word / Excel / PowerPoint / OneNote
- Using Check-In and Check-Out Directly from MS Word / Excel / PowerPoint
- Enabling chat/coauthoring mode in MS Word/Excel/PowerPoint or OneNote if Lync/Communicator/Skype is installed and activated
- Publication and synchronization (import / export) of a MS Excel list in SharePoint or in a Web Part
- Using Excel Services for the real-time publication of business score rating information
- Publishing PowerPivot in Office 365
- Import / Export and synchronize Office 365 items (calendars, address books, RSS feeds, tasks) in Outlook
- Set an Office 365 address book in Outlook as browsable in emails
- Mail Merge / Mailing in MS Word with an Office 365 Address Book
- Offline document sync in MS Outlook
- Office 365 Alert Management in Outlook
- ...

Pedagogical method : Training based on examples improvised by the trainer according to the needs of the learners. The training includes 95% practice and 5% theory.

Suggested duration for presentiel training (days) : 2

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

Daily price in face-to-face : 625 CHF

Daily price in remote : 300 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 3125 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).

Tags : interoperability office 365 and ms office, interaction office 365 and office, rss flow outlook office 365, calendar office 365 and outlook, live communication server, collaborative workspace, office 365 excel and access list, word cloud, excel cloud, access cloud, onenote cloud, word web services, excel web services, onenote web services, access web services, word

online, excel online, powerpoint, onenote online, visio online.

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