

# Course 55154A:

## Office 365 for the End-User

### Course Outline

#### Module 1: Office 365 Overview

This module will help students understand what Office 365 is and the components that make up Office 365. Students will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.

#### Lessons

- Office 365 Overview
- Accessing Office 365
- Managing Office 365 profiles

#### Lab : Getting to Know Office 365

- Sign up for Office 365
- Explore Office 365 and manage your profile

#### Module 2: Using Outlook Online

This module describes how to use Outlook Online. Students will learn how to manage their email, create contacts, create groups, manage attachments, create calendar views, and manage Outlook settings.

#### Lessons

- Manage Email
- Managing Calendars
- Managing Contacts
- Configuring Outlook Options

#### Lab : Using Outlook Online

- Managing email
- Working with attachments
- Working with calendar views
- Managing contacts
- Configuring Outlook Online options

**Module 3: Using Skype for Business** This module will introduce students to Skype for Business. Students will learn how to use Skype for Business for instant messaging, web conferencing, and audio and video conferencing.

- Lessons**
- Skype for Business overview

- Instant Messaging in Skype for Business
- Conferencing in Skype for Business

### **Lab : Using Skype for Business**

- Managing contacts and groups in Skype for Business
- Using Instant Messaging with Skype for Business
- Conferencing in Skype for Business

## **Module 4: Using SharePoint Online**

This module introduces students to SharePoint Online. Students will learn how locate and share documents in SharePoint Online. After completing this module students will be able to customize their SharePoint site, search for content, customize workflows in SharePoint Online, and configure list-based information management.

### **Lessons**

- Working with site content and navigation
- Managing workflows in SharePoint Online
- Implement information management policies
- 

### **Lab : Using SharePoint Online**

- Search site content
- Customize site navigation
- Manage content approval

## **Module 5: Using OneDrive for Business and OneNote Online**

This module will show students how to create, modify, save, and share documents using OneDrive for Business. Students will learn how to create and open OneNote notebooks and work with OneNote sections and pages and how to add new content to a new OneNote page.

### **Lessons**

- OneDrive Overview
- OneNote Online Overview

### **Lab : Using OneDrive for Business**

- Create, view, and edit files with OneDrive for Business
- Manage your files with OneDrive for Business

### **Lab : Using OneNote Online**

- Create and organize a OneNote notebook
- Take and manage notes
- Locate and share information

