

Microsoft Office 365 - For Business - Level 2

Topics

SharePoint Sites

- Understanding Sites
- Team Sites
- Creating a New Team Site
- The Site Screen
- Navigating a Site
- Understanding Site Contents
- Changing the Look
- Understanding Site Settings
- Understanding Site Apps
- Understanding Library Apps
- Understanding List Apps
- Adding a Page
- Adding Web Parts
- Adding Pages to the Quick Launch
- Adding Apps to a Site
- Working with Apps
- Deleting Sites
- SharePoint Mobile App

The Planner App

- Understanding Planner
- The Planner Hub
- Creating a New Plan
- The Plan Board
- Adding a Task to a Plan
- Adding a Bucket
- Adding Team Members to a Plan
- Understanding the Task Window
- Working with Tasks
- Working with Labels

Working with SharePoint

- Following Sites
- Adding Members
- Group Conversations
- Understanding Document Libraries
- The Library Interface
- Working with Files
- Checking Files in and Out
- Working with Version History
- Site Collections
- Accessing SharePoint Permissions
- SharePoint Permissions

- Grouping Tasks
- Completing Tasks
- Working with the Board
- Understanding the Charts View
- Understanding the More Menu
- My Tasks
- Editing a Plan
- Deleting Plans and Tasks
- The Planner Mobile App

Tasks

- Understanding the Tasks Screen
- Creating a Task
- Sorting and Filtering Tasks
- Working with Tasks
- Adding Categories and Charms
- Deleting Tasks

Delve

- Delve and the Office Graph
- The Delve Homepage
- Accessing Your Content Cards
- Working with Content Cards
- Working with Boards
- Working with People
- The Delve Mobile App

The Sway App

- The Sway Homepage
- Creating a Sway from a Document
- Creating a Sway from a Template
- Creating a New Sway from Scratch
- The Sway Screen
- Navigating Sways
- Understanding Cards
- Working with Cards
- Working with Text
- Understanding Inserting Video and Images
- Inserting Images and Videos
- Working with Groups
- Previewing Your Sway
- Changing the Design and Layout
- Sharing Your Sway
- Deleting a Sway

The Bookings App

- Setting Up Bookings
- The Bookings Homepage
- Adding Business Information
- Adding Services
- Adding Additional Services
- Customising Reminders
- Managing Services
- Managing the Booking Page
- Publishing the Booking Page
- Creating a Staff List
- Allocating Staff Availability
- Importing Contacts
- Working with the Calendar
- Printing the Calendar
- Booking Appointments
- Working with the Customer List
- The Mobile Bookings App

Teams

- What Is Microsoft Teams
- Signing into Microsoft Teams
- The Microsoft Teams Screen
- Navigating with the Sidebar
- Creating a Team
- Adding Members to Your Team
- Team Chat
- Replying to Team Chat Messages
- The Team Area
- Understanding Private Chat
- Understanding Meetings
- Understanding Files
- Logging Out of Microsoft Teams
- Microsoft Teams Mobile App

Office for iPad

- Creating a New Document
- The Word for iPad Screen
- The Excel for iPad Screen
- The PowerPoint for iPad Screen
- Saving a Document
- Using the Ribbon
- Understanding the Backstage View
- Opening an Existing Document
- Understanding the File Menu
- Using Shortcut Menus
- The OneNote for iPad Screen
- Office for iPad Touch Guide
- Exiting Safely

Office Mobile Apps

- Signing into Office Mobile Apps
- Understanding the Office Mobile Apps
- Creating and Opening Files
- Understanding the Office Mobile Screen
- Understanding the OneNote Mobile App