Microsoft Office 365

Overview:

Microsoft Office 365 is a new and innovating way to use traditional office offerings no longer tied to your desktop. Microsoft also embraced the fact their users needed better tools for collaboration as well as better and persistent access to their important documents. Office 365 also supports Microsoft's vision of cloud computing, specifically that of running a company's groupware suite of apps. With Exchange Online, SharePoint Online, and Lync Online, users get all the benefits of accessing their email, calendar, company resources, and Communication tools without the need of an extensive infrastructure or a bit IT department. **Exam 70-347 Microsoft Office 365**

- Introduction to Microsoft Office Online for Personal Use;
- Introduction to Microsoft Office 365 Applications;
    - Applications;
    - Document Management;

Microsoft Office 365 for Advanced Business Users

- Portal Enhancements;
- Clutter and Compliance;
- IT Management Controls;
- New Presentation Features;

Office 365 Groups

- Creating, Joining & Managing Groups;
- Group communication;
- Group File Sharing;
- Group Application;

Office 365 Delve

- Using Boards to Organize Documents;

Office 365 Teams

- Sign-in and Setup;
- Teams and Channels;
- Conversation Tools;
- Creating, Finding, and Sharing Information;
- Call and Meeting Tools;

Office 365 Stream

- Finding & Watching Videos;
- Publishing Videos & Using Channels;

Office 365 Yammer

- Setting Up;
- Posting & Reacting to Status Updates;
- Using Groups;
- Collaborating & Communicating;
- Configuring Networks;

Office 365 Planner

- Signing & Setting up;
- Planning Projects;
- Managing Tasks;
- Sharing Information;

Office 365 Forms

- Creating Forms;
- Sharing & Completing Forms;
- Viewing & Analyzing Results;

Office 365: Excel Online

- Navigating the Interface;
- Managing Workbooks;
- Inserting & Manipulating Data;
- Formatting Data;
- Visualizing Data in Tables & Charts;
- Using Collaboration Tools;

Office 365: Word Online

- Formatting Text & Paragraphs;
- Opening & Navigating in Word Online;
- Editing Documents;
- Saving & Printing Documents;
- Formatting Documents.

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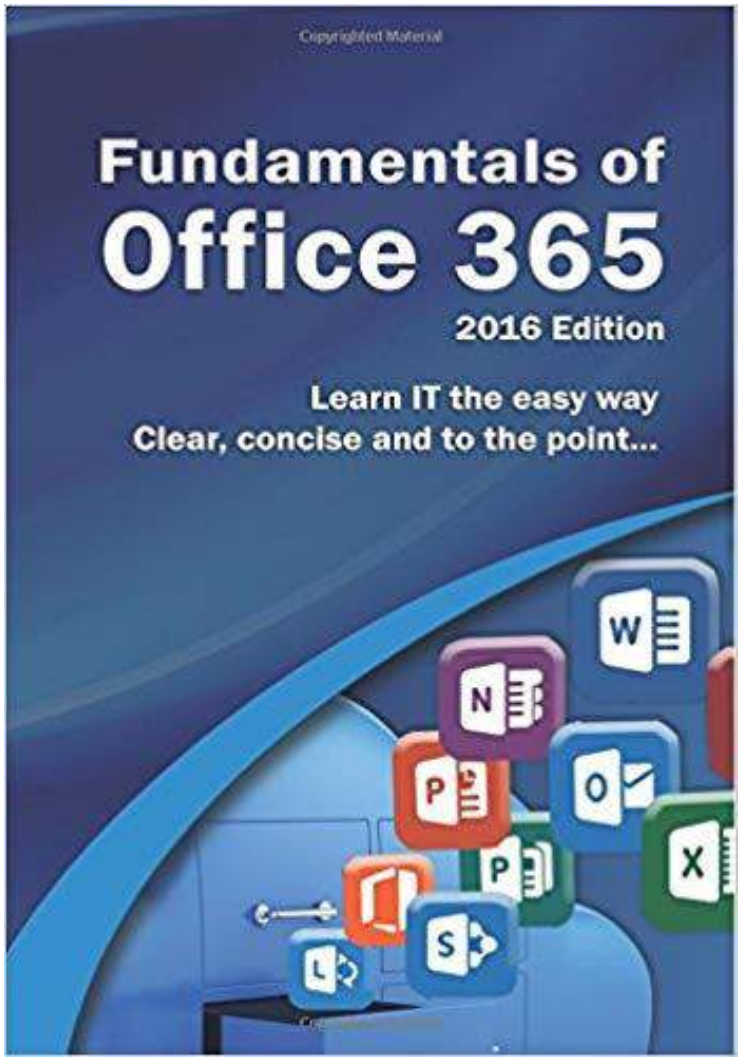

NOTE: Once you successfully complete your course, sit for and pass your exam you will hold the Microsoft Office 365 certification. Please contact our office if you have any questions.

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