

Office 365 Course Outline

1. Office 365 Introduction

ESTIMATED DURATION: 1 HOUR

1.1 Introduction

1. Office 365 vs Office 2016
2. Logging into Office 365 Business
3. Installing Office onto your machine
4. The difference between your local copy of Office and Office 365

2. Navigating the Home Screen

1. Apps
2. Documents
3. Recent items
4. SharePoint
5. OneDrive
6. Notifications
7. Settings
8. Help
9. Profile and account info
10. The sidebar
11. Getting back to the home screen

1.3 Navigating and Changing Settings

1. Themes
2. Change Language and Time zone
3. Change password
4. Update contact preferences

1.4 Navigating Through and Modifying Your Account Information

1. Personal info
2. Subscriptions
3. Security and privacy
4. App permissions
5. Installed software
6. Settings

1.5 Managing documents from the home screen

1. Uploading documents
2. Creating new documents

1.6 An Introduction to the Apps

1. Outlook
2. OneDrive



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3. Word
4. Excel
5. PowerPoint
6. OneNote
7. SharePoint
8. Teams
9. Calendar
10. People
11. Planner
12. Tasks
13. To-Do
14. Video

2. Office 365 Outlook Mail

ESTIMATED DURATION: 1 HOUR

2.1 Introduction

- 2.1.1 Introduction to Outlook
- 2.1.2 The Modules
 - 2.1.2.1 Mail
 - 2.1.2.2 Calendar
 - 2.1.2.3 Contacts

1. Navigating the Home Screen

- 2.2.1 Mail Folder Bar
 - 2.2.1.1 Favorites
 - 2.2.1.2 Account Mailboxes
 3. Search
 4. Groups
 5. Module Ribbon
- 2.2.2 Mailbox Bar
 1. Search
 2. Filter
 3. Mailbox
3. Message Window
 - 2.2.3.1 Action Ribbon
 - 2.2.3.2 Message Information Ribbon
 - 2.2.3.3 Message Content
4. Ribbon
 1. Ribbon Tabs
 - 2.2.4.2 Active Ribbon

2.3 Basic Operations

1. Customizing Reading Pane
- 2.3.2 Folders Initially Provided
- 2.3.3 Conversation Display

- 2.3.4 Arranging Emails
- 2.3.5 Redirect Setting
- 2.3.6 Automatic Reply
- 4. Creating Email Messages
 - 2.4.1 Creating New Message as Personal Email
 - 2.4.2 Creating New Message as Shared Email
 - 2.4.3 Creating Signature for Personal Email
 - 2.4.4 Creating Signature for Shared Email
 - 2.4.5 Message Options
 - 2.4.6 Message Flag
 - 2.4.7 Message Format
 - 2.4.8 Email Error Prevention Functions: Email Tips, Spell Check, Input Error Check
 - 2.4.9 Attaching or Inserting Files
 - 2.4.10 Sending and Receiving Emails
- 5. Managing Inboxes and Emails
 - 2.5.1 Quick Search
 - 2.5.2 Search Folders
 - 2.5.3 Creating a subfolder
 - 2.5.4 Filtering Rules
 - 2.5.5 [Deleted Items] Folder
- 2.6 Shared Email
 - 2.6.1 Setting up and Managing Shared Email
 - 2.6.2 Displaying shared email
 - 2.6.3 Managing users (members)
- 2.7 Integration Actions
 - 2.7.1 Creating a meeting from an email
 - 2.7.2 Creating a contact from an email
- 2.8 Differences Between Outlook Mail Web App and Outlook 2016 Mail

3. Office 365 Outlook Calendar

ESTIMATED DURATION: 1 HOUR

- 3.1 Navigating the Home Screen
 - 3.1.1 Calendars
 - 3.1.1.2 Calendar Navigator*
 - 3.1.1.3 My Calendars*
 - 3.1.2 Calendar View
 - 3.1.2.1 Next/Previous*
 - 3.1.2.2 Info Ribbon*
 - 3.1.2.3 Search Calendar*
 - 3.1.2.4 Appointments Window*
- 3.2 Calendar Display Options
 - 3.2.1 Changing calendar display method

- 3.2.2 Calendar navigator
- 3.2.3 Creating a new group
- 3.2.4 Changing and adding a time zone
- 3.2.5 Changing the work week
- 3.2.6 Changing the time unit
- 3.3 Creating Calendar
 - 3.3.1 Calendar items
 - 3.3.2 Creating an appointment or meeting
 - 3.3.2.1 *Make an appointment or meeting recurring*
 - 3.3.2.2 *Using scheduling assistant*
 - 3.3.2.3 *Integrate meeting with Teams and OneNote*
 - 3.3.3 Creating an appointment from the timetable
 - 3.3.4 Creating an event
- 3.4 Adding Calendars
 - 3.4.1 Opening an existing calendar
 - 3.4.2 Creating Calendar groups
- 3.5 Sharing Calendars
 - 3.5.1 Email your calendar
 - 3.5.2 Share your calendar via invitation
 - 3.5.3 Publish your calendar online
 - 3.5.4 Sharing your calendar via Calendar Permissions
- 3.6 Differences between Outlook Calendar Web App and Outlook Calendar 2016

4. Office 365 Outlook People

ESTIMATED DURATION: 30 MINUTES

- 4.1 Navigating the Home Screen
 - 4.1.2 My Contacts
 - 4.1.2.1 *Module Ribbon*
 - 4.1.3 Contacts Bar
 - 4.1.3.1 *Search*
 - 4.1.3.2 *Filter*
 - 4.1.3.3 *Contact Information Window*
- 4.2 Managing Contacts and Groups
 - 4.2.1 Creating a new contact
 - 4.2.2 The difference between a group and a contact group
 - 4.2.3 Creating a new group
 - 4.2.4 Creating a new contact group
 - 4.2.5 Share contacts
- 4.3 Differences Between Outlook People Web App and Outlook 2016 People

5. Office 365 OneDrive

ESTIMATED DURATION: 20 MINUTES



- 5.1 Introduction to OneDrive
- 5.2 Uploading Documents to OneDrive
- 5.3 Creating New Documents
- 5.4 Add and Sync Shared Folders to OneDrive
- 5.5 Sharing OneDrive Content
- 5.6 Using OneDrive from Your Machine
 - 5.6.1 How to set-up OneDrive on Windows 10
 - 5.6.2 Uploading files
 - 5.6.3 Syncing folders
 - 5.6.4 The sync status
 - 5.6.5 OneDrive On-Demand
 - 5.6.6 Sharing files

6. Office 365 OneNote

ESTIMATED DURATION: 2 HOURS

- 1. Introduction to OneNote and the notebook
- 6.2 Navigating the Home Screen
 - 6.2.1 Notebook Ribbon
 - 6.2.1.1 Notebook tab*
 - 6.2.1.2 Section tab*
 - 6.2.2 Page Bar
 - 6.2.2.1 Add page*
 - 6.2.2.2 Existing pages*
 - 6.2.3 Notes Window
- 6.3 Working with Notebooks
 - 6.3.1 Creating new notebooks
 - 6.3.2 Accessing existing notebooks
- 6.4 Working with Pages and Sections
 - 6.4.1 The components of the notebook
 - 6.4.2 Creating and deleting components of your notebook
 - 6.4.3 Organizing and moving components of your notebook
 - 6.4.4 Changing section and page properties
 - 6.4.5 Password protecting a section
 - 6.4.6 Creating templates from pages
 - 6.4.7 Working with page versions
 - 6.4.8 Sharing pages
- 6.5 Working in OneNote
 - 6.5.1 Boxes
 - 6.5.2 Moving and resizing boxes
 - 6.5.3 Arranging and rotating boxes
- 6.6 Working with text

- 6.7 Inserting Objects
- 6.8 Searching and Tagging Notes
- 6.9 Drawing in OneNote
- 6.10 Reviewing Notes
- 6.11 Sharing Notes
- 6.12 Differences Between OneNote Web App and OneNote 2016

7. Office 365 Planner

ESTIMATED DURATION: 30 MINUTES

- 7.1 Introduction to Planner
- 7.2 Navigating the Home Screen
 - 7.2.1 My Plans
 - 7.2.1.1 New plan*
 - 7.2.1.2 Planner hub*
 - 7.2.1.3 My tasks*
 - 7.2.1.4 Favorite plans*
 - 7.2.1.5 Recent plans*
 - 7.2.2 Info Ribbon
 - 7.2.2.1 Plan info*
 - 7.2.2.2 Views*
 - 7.2.2.3 Ellipsis*
 - 7.2.2.4 Members*
 - 7.2.2.5 Filters*
 - 7.2.2.6 Group*
 - 7.2.3 Workspace
- 7.3 Plans
 - 7.3.1 What is a Plan?
 - 7.3.2 What happens when you create a plan?
 - 7.3.3 Creating a new Plan
 - 7.3.4 Deleting a Plan
 - 7.3.5 What happens when you delete a Plan?
 - 7.3.6 Editing a Plan
- 7.4 Tasks
 - 7.4.1 Creating a new Task
 - 7.4.2 Assigning multiple people to a Task
 - 7.4.3 Removing people from a Task
 - 7.4.4 Editing an existing Task
 - 7.4.4.1 Setting Labels*
 - 7.4.4.2 Creating a checklist for a Task*
 - 7.4.4.3 Adding attachments to a Task*
 - 7.4.5 Finishing a Task
- 7.5 Buckets



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7.5.1 What Buckets are and how to use them

7.5.2 Creating a Bucket

7.5.3 Moving Tasks to different Buckets

7.6 Views and Filters

7.6.1 Board vs. Charts vs. Schedule

7.6.2 Using Filters

7.6.3 Using “Group by”

7.7 Getting to all that comes with a plan

7.7.1 Team SharePoint site

7.7.2 Team group mail

7.7.3 Team document library

7.7.4 Team members

7.7.5 Publishing a Plan to Outlook