

Microsoft Office 365 - User

**SII-283 2 Days (14 Hours)**

Description

The deployment of Office 365 should bring productivity gains to everyone in the company and offer them new facilities with collaborative work tools. But this observation of improvements in functioning in the different services is unfortunately not systematic. Various feedback shows that, if we want the product to be adopted by users, we cannot rely exclusively on the ergonomics and ease of use that it offers. Designed to encourage adoption by participants, this 2-day training will allow them to see the ease of use of Office 365 which will allow them, back in their companies, to better communicate, exchange, share, design... and collaborate.

Who is this training for ?

For whom

Any user or future user of Office 365

Prerequisites

Basic knowledge of Office tools

Training objectives

- Take advantage of the “in the Cloud” / “local” complementarity of Office 365
- Benefit from the new features of Office 2019
- Know how to use the new communication tools
- Adopt the new file sharing approach
- Know how to collaborate effectively around 'a shared file

Training program

INTRODUCTION À OFFICE 365

- The scope of services offered to users
- Online applications increasingly similar to PC versions
- Beyond use on the computer (complementary web applications)
- A unique user experience for ease of use

LE PORTAIL OFFICE 365

- Access the portal
- Browse applications
- Personalize your Online environment

NOUVEAUTÉS OFFICE 2019

- New features in Word 2019
- New features in Excel 2019
- New features in Outlook 2019
- New features in PowerPoint 2019
- New One Note features
- The mobile version of Office 2019

SKYPE ENTREPRISE

- Manage your local contacts
- Know how to move from an instant conversation to a web conference
- The mobile version of Skype for Business

TEAMS

- Introduction
- Manage your local contacts
- Exchange as a team
- Start a conversation
- Find and use your exchange history
- The mobile version of Teams

L'IMBRICATION DE SKYPE DANS OUTLOOK

- Reply to an email with an instant message
- Organize a Skype meeting

PARTAGER ET COLLABORER EFFICACEMENT

- One Drive: Introduction
- Initiate synchronization
- Manage folders to synchronize
- Share = invite to come and use
- Co-editing: work simultaneously on the same document
- Manage version histories The Mobile version of One Drive
- Save a copy of the workbook to the hard drive