

Microsoft Office 365 Online Versions

Structured technical training and certification preparation

A practical, student-friendly outline covering what is Microsoft 365, Word Online, Excel Online, PowerPoint Online, and Outlook Online.

MODULES

6

LESSONS

63

FORMAT

Self-paced

Module Breakdown

MODULE 1

What Is Microsoft 365

- Introduction To 365
- A Little Background On MS Office
- Office 365 Versions And Features-Part1
- Office 365 Versions And Features-Part2
- Online Sign Up

MODULE 2

Word Online

- Word Online Overview
- Starting A Document In Word Online
- Word Saved To One Drive
- Navigating Word
- Tools And Features
- Fonts Attributes-Part1
- Fonts Attributes-Part2
- Lines And Paragraphs-Part1
- Lines And Paragraphs-Part2
- Bullets Numbering And Styles-Part1
- Bullets Numbering And Styles-Part2
- Inserts Pictures And Tools-Part1
- Inserts Pictures And Tools-Part2
- Tables And Formatting-Part1
- Tables And Formatting-Part2
- Sharing And Templates-Part1
- Sharing And Templates-Part2

Module Breakdown (continued)

<p>MODULE 3</p> <p>Excel Online</p> <ul style="list-style-type: none">Excel Online OverviewGetting Started With ExcelData Entry And NavigationData Entry-Part1Data Entry-Part2Data Entry And Formatting-Part1Data Entry And Formatting-Part2Intro To FormulasFormulas-Part1Formulas-Part2Formulas-Part3Intermediate Formula And Table Format-Part1SurveysMore Formula And Charts-Part1More Formula And Charts-Part2ChartsSheets And Templates	<p>MODULE 4</p> <p>Powerpoint Online</p> <ul style="list-style-type: none">What Is PowerpointScreen LayoutEntering And Formatting TextLayouts And Designs Part 1Layouts And Designs Part 2Inserting ObjectsObjects And TransitionsAnimationsSmart ArtNotes Printing And Templates
<p>MODULE 5</p> <p>Outlook Online</p> <ul style="list-style-type: none">Intro To Outlook OnlineIntro To Email Accounts Screen LayoutConfiguring Outlook OnlineSending Emails Outlook OnlineOrganization Outlook OnlineMail Rules In Outlook OnlineAdditional Mail Options In Outlook OnlineSpam And Junk Outlook Online	<p>MODULE 6</p> <p>One Note Online</p> <ul style="list-style-type: none">What Is OneNoteOneNote Screen OverviewOneNote DesktopDrawing Tools With OneNoteSend To OneNoteMedia With OneNote