Course Name: Microsoft Office 365™: Web Apps and Collaboration for Office 2013
Course ID#: 1390-100-13-W
Hours: 7

Course Content

Course Description:
This course is an introduction to the Microsoft® Office 365™: Web Apps and Collaboration for Office 2013 in a cloud-based environment. Using Office 365, users can easily communicate with each other through Microsoft® Outlook® mail and Lync® instant messaging and online meetings. Additionally, the Microsoft® SharePoint® Team Site provides a central location for accessing and modifying shared documents. The Office Web Apps enable users to perform basic tasks, such as opening, editing, printing, and saving documents without requiring an installation of the full desktop version of Microsoft® Office 2013 on the local computer.

Prerequisites:
To ensure your success, you will need competence in at least one of the primary applications in the 2010 or 2013 edition of the Microsoft Office suite (Microsoft® Word, Microsoft® PowerPoint®, and/or Microsoft® Excel®), and also competence in using the locally installed version of Microsoft Outlook 2010 or 2013 for email and calendaring. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:
  • Using Microsoft ®Windows 8 or Microsoft ®Windows 8 Transition from Windows 7
  • Microsoft® Office Word 2013: Part 1
  • Microsoft® Office Excel® 2013: Part 1
  • Microsoft® Office PowerPoint® 2013: Part 1

Course Objectives:
In this course, you will be able to use your knowledge of the Office 2010 or 2013 desktop application suite to work productively in the cloud-based Microsoft Office 365 environment.
You will:
  • Sign in to and navigate in the Office 365 environment.
  • Create, edit, and share documents with team members using Office Web Apps and Microsoft SharePoint.
  • Use email and manage contacts with the Outlook Web App.
  • Use instant messaging and online meetings with Microsoft Lync.
  • Set up your mobile devices to work with Office 365.

Topics:
The **Microsoft® Office 365™: Web Apps and Collaboration for Office 2013** course will cover the topics listed below.

Lesson 1: Getting Started

Topic A: Sign In to Office 365

Topic B: Explore the Office 365 Environment

Topic C: Connect Desktop Apps to Office 365

Lesson 2: Collaborating with Shared Files

Topic A: Work with Shared Documents on the Team Site

Topic B: Edit Documents in Web Apps and Office 2013 Apps

Topic C: Collaborate on the SharePoint Team Site

Topic D: Work with My Site

Lesson 3: Using the Outlook Web App

Topic A: Use Email in the Outlook Web App

Topic B: Manage Contacts

Topic C: Use the Calendar

Topic D: Personalize Your Outlook Web App

Lesson 4: Communicating with Microsoft Lync

Topic A: Use Instant Messaging

Topic B: Make Phone Calls with Lync

Topic C: Participate in Lync Meetings

Lesson 5: Interacting with Mobile Devices

Topic A: Use Office 365 on Your Windows 8 Tablet

Topic B: Access Office 365 Email with Your Smartphone

Topic C: Access Office 365 Documents from a Mobile Device