Microsoft 365 – Get started

Description

This training will provide participants with the knowledge and skills to effectively navigate the Microsoft 365 environment and access its various components. Microsoft 365 is a cloud-based subscription service that combines the tools best suited to today's work methods. Combining top-performing software with leading-edge cloud services, Microsoft 365 enables all users to create and collaborate anywhere and on any devices.

Course Content
Module 1: What is Microsoft 365? Module 2: Microsoft 365 plans and services included Module 3: Access Microsoft 365 Module 4: Explore Microsoft 365

- Microsoft 365 start page
- Microsoft 365 app launcher
- Explore all your apps

Module 5: Change account settings in Microsoft 365

- Change the theme
- Notifications settings
- Change your password

Module 6: Manage your Microsoft 365 profile

- Personal info
- Security & privacy
- App permissions

Module 7: Apps & devices

- Install Office apps on mobile devices, PCs, or Macs (subject to availability)
- Sign out of Office on devices

Lab / Exercises

- Practical exercises will be proposed during and/or at the end of some lessons

Documentation

- Digital courseware included

Participant profiles

- People who use or will use Microsoft 365
- Decision-makers who are trying to understand the features and benefits of Microsoft 365 and how it can increase employee productivity

Prerequisites

- Practical knowledge of Windows operating systems

- A good command of Microsoft Office

Objectives

- Understand the Microsoft 365 environment
- Navigate the Microsoft 365 interface
- Access to its various components

Niveau
Fondamental
Classroom Registration Price (CHF)
500
Virtual Classroom Registration Price (CHF)
475
Duration (in Days)
0.5
Reference
MO365-11