orsys TRAINING

Microsoft 365 for Users: Getting Started

Hands-on course of 2 days - 14h
Ref.: OFC - Price 2025: 870 (excl. taxes)

EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Use Microsoft 365 and documents via the Cloud

Work with Office Online (Word, Excel, PowerPoint and Outlook Web Apps)

Use real-time sharing and co-editing capabilities

Compare the capabilities of WebApps to the full installed applications

Create and share an interactive web panel with Sway

Know the collaborative tools Microsoft Teams and Sharepoint.

TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

HANDS-ON WORK

Theory, discussions, exercises and real cases.

CERTIFICATION

If registering for the AVIT® Microsoft 365 certification option, you must do so at the same time as course registration. The exam is a 60-minute adaptive test that is 70% operations. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam must be both scheduled and then taken online within 4 weeks following the start of your session.

THE PROGRAMME

last updated: 05/2024

1) Overview of Microsoft 365.
- Setting up your Microsoft 365 account.
- The OneDrive interface: Microsoft 365 components, connection.
- Characteristics of working with a Web App.
- Managing documents with OneDrive.
- Uploading and downloading files with OneDrive.
Hands-on work : Learn about and register for the AVIT® certification option. Taking all the necessary steps to set up your Microsoft 365 account. Uploading a file.

2) Using Office Online and its Web Apps (Word, Excel, PowerPoint)
- Creating and formating documents with Word and PowerPoint Online.
- Using existing Word and PowerPoint styles.
- Creating and formating a spreadsheet with Excel Online.
- Working with data tables and creating graphs.
- Using different copying options: basic operations and functions.
- Limitations of Office Online.
Hands-on work : Create documents with Web Apps and use different styles. Design a table and use the data. Create a graph. Create a survey or a poll with Excel.

3) Creating and sharing an interactive web panel with Sway
- Adding text, images and other content.
- Searching for and importing relevant content from other sources.

- Transforming and presenting information in a modern, interactive and attractive way.
- Automatically remixing according to a predefined template (remix button).
- Finding images, videos, and tweets to drag directly into the existing composition.
- Inserting a code on a web page to share your presentations and make them responsive design.
Hands-on work : Design and customize a presentation with Sway.

4) Collaborating in the cloud
- Creating a One Note book.
- Searching for and capturing content on the web with One Note.
- Sharing a document with other users.
- Working with several people at the same time on a document.
- Learning about the features of Outlook in Microsoft 365.
- Using the OneDrive desktop application: features and usage.
- Synchronizing your folders with OneDrive.
Hands-on work : Make use of results in the Cloud.

5) Discovering tools dedicated to teams
- Creating a team site with Sharepoint.
- Sharing files, data, news and resources on SharePoint.
- Informing all team members and starting a conversation with Teams.
- Sharing files or co-editing content with Teams.
Hands-on work : Hands-on work

DATES

REMOTE CLASS
2025 : 01 sept., 15 déc.