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## Microsoft Office for Business Advanced Training

### Overview & Learning Outcomes

The skills and knowledge acquired in the Microsoft Office 365 For Business - Introduction course, are sufficient to be able to use and operate the software effectively.

Upon successful completion of this course you should be able to:

- understanding and navigating sites
- learn how to work with **SharePoint**
- understand **Planner** and how to work with it
- create and work with tasks
- gain an understanding of **Delve**
- understand **Sway** and how to create and work with sways
- set up and begin working with **Bookings**
- understand what **Microsoft Teams** is
- start **Office** for iPad
- access and work with files in **Office** mobile apps

### Prerequisites

The Microsoft Office 365 For Business - Advanced course assumes little or no knowledge of the software. However, it would be beneficial to have completed the Microsoft Office 365 for Business - Introduction course, prior to completing this course.

### Duration:

1 Day

### Courseware:

High quality learning materials are available for purchase by participants.

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## Microsoft Office for Business – Advanced Training Course Outline

### **SharePoint Sites**

- Understanding Sites
- Team Sites
- Creating a New Team Site
- The Site Screen
- Navigating a Site
- Understanding Site Contents
- Changing the Look
- Understanding Site Settings
- Understanding Site Apps
- Understanding Library Apps
- Understanding List Apps
- Adding a Page
- Adding Web Parts
- Adding Pages to the Quick Launch
- Adding Apps to a Site
- Working with Apps
- Deleting Sites
- SharePoint Mobile App

### **Working with SharePoint**

- Following Sites
- Adding Members
- Group Conversations
- Understanding Document Libraries
- The Library Interface
- Working with Files
- Checking Files in and Out
- Working with Version History
- Site Collections
- Accessing SharePoint Permissions
- SharePoint Permissions

### **The Planner App**

- Understanding Planner
- The Planner Hub
- Creating a New Plan
- The Plan Board
- Adding a Task to a Plan
- Adding a Bucket
- Adding Team Members to a Plan
- Understanding the Task Window
- Working with Tasks
- Working with Labels
- Grouping Tasks
- Completing Tasks
- Working with the Board
- Understanding the Charts View
- Understanding the More Menu
- My Tasks
- Editing a Plan
- Deleting Plans and Tasks
- The Planner Mobile App

### **Tasks**

- Understanding the Tasks Screen
- Creating a Task
- Sorting and Filtering Tasks
- Working with Tasks
- Adding Categories and Charms
- Deleting Tasks

### **Delve**

- Delve and the Office Graph
- The Delve Homepage
- Accessing Your Content Cards
- Working with Content Cards
- Working with Boards
- Working with People
- The Delve Mobile App

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### **The Sway App**

- The Sway Homepage
- Creating a Sway from a Document
- Creating a Sway from a Template
- Creating a New Sway from Scratch
- The Sway Screen
- Navigating Sways
- Understanding Cards
- Working with Cards
- Working with Text
- Understanding Inserting Video and Images
- Inserting Images and Videos
- Working with Groups
- Previewing Your Sway
- Changing the Design and Layout
- Sharing Your Sway
- Deleting a Sway

### **The Bookings App**

- Setting Up Bookings
- The Bookings Homepage
- Adding Business Information
- Adding Services
- Adding Additional Services
- Customising Reminders
- Managing Services
- Managing the Booking Page
- Publishing the Booking Page
- Creating a Staff List
- Allocating Staff Availability
- Importing Contacts
- Working with the Calendar
- Printing the Calendar
- Booking Appointments
- Working with the Customer List
- The Mobile Bookings App

### **Teams**

- What Is Microsoft Teams
- Signing in to Microsoft Teams
- The Microsoft Teams Screen
- Navigating with the Sidebar
- Creating a Team
- Adding Members to Your Team
- Team Chat
- Replying to Team Chat Messages
- The Team Area
- Understanding Private Chat
- Understanding Meetings
- Understanding Files
- Logging Out of Microsoft Teams
- Microsoft Teams Mobile App

### **Office for iPad**

- Creating a New Document
- The Word for iPad Screen
- The Excel for iPad Screen
- The PowerPoint for iPad Screen
- Saving a Document
- Using the Ribbon
- Understanding the Backstage View
- Opening an Existing Document
- Understanding the File Menu
- Using Shortcut Menus
- The OneNote for iPad Screen
- Office for iPad Touch Guide
- Exiting Safely

### **Office Mobile Apps**

- Signing in to Office Mobile Apps
- Understanding the Office Mobile Apps
- Creating and Opening Files
- Understanding the Office Mobile Screen
- Understanding the OneNote Mobile App

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