Microsoft Office 365 Online Versions

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 3: Excel Online

Excel Online Overview
Getting Started With Excel
Data Entry And Navigation
Data Entry-Part1
Data Entry-Part2
Data Entry And Formatting-Part1
Data Entry And Formatting-Part2
Intro To Formulas
Formulas-Part1
Formulas-Part2
Formulas-Part3
Intermediate Formula And Table Format-Part1
Surveys

More Formula And Charts-Part1
More Formula And Charts-Part2
Charts
Sheets And Templates

Module 4: Powerpoint Online

What Is Powerpoint
Screen Layout
Entering And Formatting Text
Layouts And Designs Part 1
Layouts And Designs Part 2
Inserting Objects
Objects And Transitions
Animations
Smart Art
Notes Printing And Templates

Module 5: Outlook Online

Intro To Outlook Online
Intro To Email Accounts Screen Layout
Configuring Outlook Online
Sending Emails Outlook Online
Organization Outlook Online
Mail Rules In Outlook Online
Additional Mail Options In Outlook Online
Spam And Junk Outlook Online

Module 6: One Note Online

What Is OneNote
OneNote Screen Overview
OneNote Desktop
Drawing Tools With OneNote
Send To OneNote
Media With OneNote