

Microsoft® Office 365™: Microsoft Office Web Apps and Collaboration

Course Specifications

Course Number: ELK91–100_rev2.1n

Course Length: 1.0 day(s)

Course Description

This course is an introduction to the *Microsoft® Office 365™: Microsoft Office Web Apps and Collaboration* 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 2010 on the local computer.

Course Objective: In this course, you will be able to use your knowledge of the Office 2007 or 2010 desktop application suite to work productively in the cloud-based Microsoft Office 365 environment.

You will:

- Log 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

Target Student: This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft® Office 2007 or 2010 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

Prerequisites: To ensure your success, you will need competence in at least one of the primary applications in the 2007 or 2010 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 2007 or 2010 for email and calendaring. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- *Microsoft® Office Word 2010: Part 1*
- *Microsoft® Office Excel® 2010: Part 1*
- *Microsoft® Office PowerPoint® 2010: Part 1*

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 2 gigabytes (GB) RAM
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- Keyboard and mouse (or other pointing device)
- A CD-ROM drive
- 1024 x 768 resolution monitor recommended
- Internet access (contact your local network administrator)
- Projection system to display the instructor's computer screen

Optional hardware needed for the Communicating with Microsoft® Lync® lesson:

- 128 megabytes (MB) graphics card
- Microphone with speakers, or a headset with microphone
- Web camera

Software Requirements

- Microsoft® Windows® 7 Professional with Service Pack 1 or Windows® XP with Service Pack 3 (support ending on January 1, 2014)
- Microsoft® Office Professional Edition 2010
- Microsoft® Office Suite Service Pack 1
- Microsoft® Office 365™ The version of Office 365 you use depends on the licensing available in your environment. If you wish to use a trial version for testing, Office 365 Business Premium and Office 365 Enterprise E3 are acceptable.
- Optional: Microsoft® Silverlight® (For the Communicating with Microsoft Lync lesson. Download the latest version from www.microsoft.com/silverlight)

Course Content

Lesson 1: Getting Started

- Topic A: Sign In to Office 365
- Topic B: Explore the Office 365 Environment

Lesson 2: Collaborating with Shared Files

- Topic A: Connect Desktop Apps to Office 365
- Topic B: Work with Shared Documents on the Team Site
- Topic C: Collaborate on the SharePoint Team 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 Online Meetings

Lesson 5: Interacting with Mobile Devices

- Topic A: Access Office 365 with Your Smartphone
- Topic B: Access Office 365 Documents from a Mobile Device