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Microsoft® Office 365™:
Web Apps and Collaboration for Office 2013

Course Specifications

Course Number: ELK91–116_rev2.2n
Course Length: 1.0 day(s)

Course Description

This course is an introduction to the Microsoft® Office 365™ for Office 2013 in a cloud-based environment. Using Office 365, users can easily communicate with each other through Microsoft® Outlook® mail and Skype for Business 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 2013 on the local computer.

Course Objective: In this course, you will be able to use your knowledge of the Office 2010 or 2013 desktop application suite to work productively in the cloud-based Microsoft Office 365 environment.

You will:

- Sign 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 Apps.
- Use instant messaging and online meetings with Skype for Business.
- 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 2010 or 2013 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 2010 or 2013 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 2010 or 2013 for email and calendaring. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Using Microsoft® Windows® 8 or Microsoft® Windows® 8 Transition from Windows 7
- Microsoft® Office Word 2013: Part 1
- Microsoft® Office Excel® 2013: Part 1
- Microsoft® Office PowerPoint® 2013: 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 with SSE2 instruction set
- 1 gigabyte (GB) RAM for 32-bit or 2 GB RAM for 64-bit
- 10 GB available hard disk space
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- DirectX10 graphics card
- Internet access (contact your local network administrator)
- Projection system to display the instructor's computer screen

Optional hardware needed for the Communicating with Skype for Business lesson:

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

Optional hardware needed for the Interacting with Mobile Devices lesson:

- Smartphone
- Tablet running Windows 8

Software Requirements

- Microsoft® Windows® 8.1 or newer with .NET 3.5 or higher; or Windows® 7Windows 8.1 and Server 2012 include the .NET Framework. 4.5.1 Professional with Service Pack 1
- Microsoft® Office Professional 2013
- Microsoft® Office 365™ licenses (Office 365 Business Premium is recommended)The Office 365 plan 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.
- Microsoft® Silverlight® (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
Topic C: Connect Desktop Apps to Office 365

Lesson 2: Collaborating with Shared Files

Topic A: Work with Shared Documents on the Team Site
Topic B: Edit Documents in Web Apps and Office 2013 Apps
Topic C: Collaborate on the SharePoint Team Site
Topic D: Work with My Site

Lesson 3: Using the Outlook Web Apps

Topic A: Use the Email Web App
Topic B: Manage Contacts
Topic C: Use the Calendar Web App
Topic D: Personalize Your Outlook Web Apps

Lesson 4: Communicating with Skype for Business

Topic A: Use Instant Messaging
Topic B: Make Phone Calls with Skype for Business
Topic C: Participate in Skype for Business Meetings

Lesson 5: Interacting with Mobile Devices

Topic A: Use Office 365 on Your Windows 8 Tablet
Topic B: Access Office 365 Email with Your Smartphone
Topic C: Access Office 365 Documents from a Mobile Device