

OFFICE 365 WEBINAR CURRICULUM

In order to be a one stop Office 365 resource for you and your staff, CPA Crossings has designed a webinar curriculum that will offer a comprehensive series of courses to help address every aspect of deploying Office 365, from strategy, to implementation, to administration. Courses marked with an asterisk (*) are coming in 2018.



[Click on titles to learn more and sign up](#)

Office 365 Orientation

Office 365 - What You Need to Know Before You Subscribe
Office 365 Ecosystem - How to Start Using Your Subscription
Office 365 - Software Applications Lightning Round Review
Office 365 - Ready, Set, Go - Developing Your Strategy

Office 365 Administration

Understanding the Security & Compliance App*
Office 365 Administration - Part 1*
Office 365 Administration - Part 2*
Managing Mobile Devices through Office 365*

Microsoft Power BI

Advanced Data Analytics with Power Pivot
Introduction to Data Analytics and Microsoft Power BI Tools
Get Started with the Right Data
Introduction to Data Analysis in Excel
Improve Data Analysis with DAX Measures
Power Pivot for Advanced Data Analysis
Fundamentals of Power Query
Fundamentals of the Power BI Desktop App
Fundamentals of the Power BI Dashboards

Collaboration

OneDrive Cloud Storage - What It Is and How to Use It
OneDrive - File Sharing and Collaboration in the Cloud
Office 365 Planner App Fundamentals*
Using Skype for Better Communications via Online Meetings
Office 365 SharePoint - What It Is and How to Use It
Office 365 SharePoint - Site Administration and Security
Creating Client Portals with Office 365 SharePoint Online
Office 365 Sway App Fundamentals*

Personal Productivity

Office 365 - Take Your Office on the Road with Mobile Apps
Mastering the Office 365 Calendar App
Office 365 Delve App Fundamentals*
Mastering the Office 365 Mail App
Office 365 Newsfeed App Fundamentals*
OneNote - Mastering Organization of Your Notes & Correspondence
Mastering the Office 365 People App
PowerPoint Fundamentals - How to Create Engaging Presentations
PowerPoint Advanced - Take Presentations from Good to Great
Mastering the Office 365 Tasks App
Word - Learn the Fundamentals
Word - To the Next Level with Advanced Features

Excel

The Fundamentals of Building Great Spreadsheets
Designing Your Spreadsheets for Maximum Efficiency
Format Your Spreadsheets for Maximum Impact
Two Must Know Features: Defined Names & Tables
Working with Text, Date & Time Functions & Formulas
Building Powerful Lookup & Reference Formulas
Advanced Financial and Statistical Calculations
Advanced Spreadsheet Troubleshooting Techniques
Auditing Your Spreadsheets for Maximum Accuracy
Using Pivot Tables for Data Analysis
Using Charts for a Non-Financial Audience
Create KPI Dashboards for Maximum Impact
Best Practices Before Final Save

Other

Office 365 Video App Fundamentals*
Office 365 Yammer App Fundamentals*