

OFFICE 365 WEBINAR SERIES

As your one-stop Office 365 resource, we offer a comprehensive series of courses to help address every aspect of deploying Office 365, from strategy to implementation. Take the whole series for one low price. See passport information below.

Click on titles to view more information and sign up.



Office 365 Orientation

- What You Need to Know Before You Subscribe
- How to Start Using Your Subscription
- Ready, Set, Go - Developing Your Strategy
- Software Applications Lightning Round Review
- The Power of the Admin Center



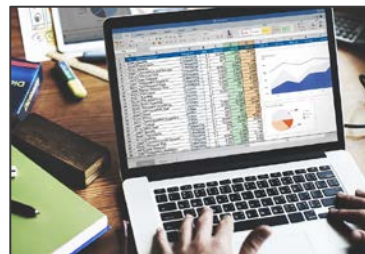
Personal Productivity

- Take Your Office on the Road with Mobile Apps
- OneNote - Mastering Organization of Your Notes & Correspondence
- PowerPoint Fundamentals - How to Create Engaging Presentations
- PowerPoint Advanced - Take Presentations from Good to Great
- Outlook – Manage Your Email with Maximum Efficiency
- Word - Learn the Fundamentals
- Word - To the Next Level with Advanced Features
- Mastering the Office 365 Calendar App
- Mastering the Office 365 Mail App
- Mastering the Office 365 Tasks App
- Mastering the Office 365 People App
- Windows 10 – A Primer



Collaboration

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



Excel

- 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 Charts for a Non-Financial Audience
- Create KPI Dashboards for Maximum Impact
- Best Practices Before Final Save



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