

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.

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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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