

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. Courses marked with an asterisk (*) are coming in 2018.



Click on webinar 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

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
- 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

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

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

Other

- Office 365 Yammer App Fundamentals*