

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 course descriptions and sign up.



Office 365 Orientation

- What You Need to Know Before You Subscribe
- Ready, Set, Go! - Developing Your Strategy
- Getting Started the Right Way
- The Power of the Admin Center



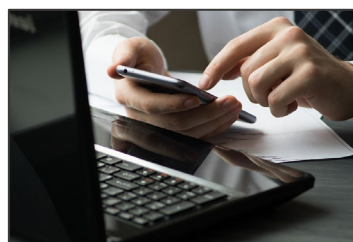
Excel

- Fundamentals, Data Entry and Basic Formulas
- Formatting Spreadsheets for Beginners
- Two Must Know Features: Defined Names & Tables
- Advanced Defined Names & Excel 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
- Advanced Formatting to Improve your Spreadsheets
- New Features That Benefit Excel 2019 & O365 Users
- Functions and Formula Shootout
- From a Blank Sheet to a Finished Workbook
- Feature Review in 100 Minutes



Collaboration

- Teams App - Start Transforming Your Organization
- Teams App - Optimizing Your Setup & Configuration
- Using Teams App for Online Meetings and Calls
- OneDrive App - Managing and Storing Your Files
- SharePoint Fundamentals
- Planner App Fundamentals
- Forms App Fundamentals



Personal Productivity

- Take Your Office on the Road with Mobile Apps
- Outlook - Mastering Email Composition From A to Z
- Outlook - Manage Your Inbox With Maximum Efficiency
- OneNote - Mastering Organization of Your Notes & Correspondence
- PowerPoint Fundamentals - Create Engaging Presentations
- PowerPoint Advanced - Take Presentations from Good to Great
- Word - Learn the Fundamentals
- Word - To the Next Level with Advanced Features
- Windows 10 – A Primer



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