

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
Software Applications Lightning Round Review
Ready, Set, Go - Developing Your Strategy
The Power of the Admin Center



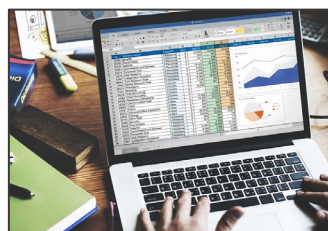
Personal Productivity

Take Your Office on the Road with Mobile Apps
OneNote - Mastering Organization of Your Notes & Correspondence
PowerPoint Fundamentals - 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 Outlook/Office 365 Calendar App
Mastering the Outlook/Office 365 Mail App
Mastering the Outlook/Office Tasks App
Mastering the Outlook/Office 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
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
Functions and Formula Shootout
From a Blank Sheet to a Finished Workbook
Feature Review in 100 Minutes



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