Office 365 Web Apps (with Skype for Business)

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course is an introduction to Microsoft® Office 365® with Skype® for Business in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools, or the Skype for Business lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

About This Course

This course is an introduction to Microsoft® Office 365® with Skype® for Business in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools, or the Skype for Business lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

Who Should Attend

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2010 or 2013 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will build upon your knowledge of the Microsoft Office desktop application suite to work productively in the cloud-based Microsoft Office 365 environment.You will:- Sign in, navigate, and identify components of the Office 365 environment.- Create, edit, and share documents with team members using Word Online, Excel Online, PowerPoint Online, and Microsoft SharePoint.- Collaborate and work with colleagues using the Team, Planner, and Yammer apps.- Use email and manage contacts with Outlook on the web.- Use instant messaging with Skype for Business.- Conduct online meetings with Skype for Business.

Detailed Course Outline

Getting Started

- Sign In to Office 365
- Navigate the Office 365 Environment

Collaborating with Shared Files

- Work with Shared Documents in SharePoint
- Edit Documents in Office Online
- Collaborate on the SharePoint Site
- Work with OneDrive for Business and Delve

Using Productivity Apps

- Work with Productivity Apps in Combination
- Broadcast Messages with Yammer
- Collaborate with the Teams App
- Manage Tasks with the Planner App

Using Outlook on the Web

- Send and Receive Email
- Manage Contacts
- Schedule Appointments
- Personalize Outlook on the Web

Communicating with Skype for Business

- Overview of Skype for Business
- Use Instant Messaging
- Make Voice and Video Calls

Using Skype for Business Meetings

- Initiate Meetings
- Use Meeting Controls and Options
- Customize Skype for Business

Additional Course Details

Nexus Humans Office 365 Web Apps (with Skype for Business) training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Office 365 Web Apps (with Skype for Business) course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Office 365 Web Apps (with Skype for Business)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Office 365 Web Apps (with Skype for Business) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Office 365 Web Apps (with Skype for Business) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Office 365 Web Apps (with Skype for Business)?

Yes, we provide corporate training, dedicated training, and closed classes for Office 365 Web Apps (with Skype for Business). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Office 365 Web Apps (with Skype for Business)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Office 365 Web Apps (with Skype for Business) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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