

MS Office 365 - Office Online Apps

Learn via: **Classroom/Virtual**

Duration: **3 Hours**

Overview

Hands on module looking at the core Office Apps provided with Office 365. Word, Excel, PowerPoint and OneNote Online are browser based versions of the familiar Microsoft Office applications. They provide familiar functionality across many areas of Office 365 enabling documents and content to be created or edited from virtually any device.

Prerequisites

- Familiarity with Microsoft Office

Target Audience

An end user in an organisation which is deploying Office 365 and needs to understand the functionality provided by Office Online.

Outline

Topic A - Overview of Office Online

Topic B - Where Office can be used in Office 365

Topic C - Word Online

Topic D - Excel Online

Topic E - PowerPoint Online

Topic F - OneNote Online