

# Office 365 Demo Session (SATVs)

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## Course Details

### Course Outline

#### 1. What is Office 365?

- Understanding Office 365
- Getting Office on Demand.
- Using cloud services on demand.
- Creating and editing files in your browser.
- Sharing Office docs with SkyDrive Pro.
- Using the Office 365 navigation bar.
- Basics of Office 365
- Customizing the ribbon.
- Getting started quickly: New templates right from the start page.
- Understanding the Backstage view.
- Adding elements to your documents.
- Adding online images or videos.
- Office 365 integration with services
- Simultaneously edit your documents.
- Connecting to your favorite online services.
- Sharing documents online with Lync.

#### 2. Outlook

- Look and feel
- Navigating Outlook.
- Personalizing email with themes.
- Communications
- Connecting to Hotmail.
- Using the People Card.
- Managing your email
- Searching mail.
- Extras to help you work better
- Including your attachments.
- Working smarter with extras.

### **3. Word**

- Enjoy the read
- Reading your documents in Read Mode.
- Editing PDF documents.
- Design and edit
- Editing documents confidently: Simple Markup.
- Aligning objects: Live preview.

### **4. Excel**

- The basics
- Working with multiple workbooks.
- Working with data
- Analyzing data instantly: Quick Analysis.
- Filling out data in a flash: Flash Fill.
- Getting more out of Excel with new functions.
- Interacting with data with Power View.
- Drilling up, down, or across data.: PivotTable hierarchy drilling made easy.
- Analyzing data with PivotTables and PivotCharts.
- Improved charting
- Sprucing up your charts: Recommend charts button.

### **5. PowerPoint**

- Basics
- Improving PowerPoint for touch support.
- Adding multimedia.: More formats, HD content.
- Design and layout
- Choosing a theme for your presentation.
- Working with objects.
- Animating presentations.
- Save, share, and collaborate
- Reviewing presentations.
- Starting an online Lync meeting from PowerPoint.
- Presenter tools
- Presenting with ease.