

Course WLC-O356 Tips and Tricks

One Day, Instructor-Led

Pre-requisites:

- None

Course Outline

I. Using Calendar

- Viewing Meeting requests
- Accepting and declining meeting requests
- Creating a meeting request
- Creating other calendars
- Sharing a calendar
- Opening a shared Calendar
- Changing The views with shared calendars
- Creating an online Meeting request

II. Using Outlook

- Viewing email messages
- Replying and forwarding email messages
- Using read receipts
- Using apps templates
- Using Mailtips and Online Presence
- Configuring Auto replies
- Configuring auto forwarding and email signatures
- Creating Inbox Rules

III. Using Skype for Business

- Chat
- Video Call
- Voice call
- Sharing the presentation
- Sharing the whiteboard

IV. OneDrive

- Creating and new folder
- Uploading files to oneDrive
- Synchronizing folders to desktop

V. Office Online

- Using Online Word, Excel and PowerPoint
- Using co-authoring
- Using version History

VI. SharePoint Online

- Using Team Site
- Using Power BI

VII. Yammer

- Exploring Yammer
- Posting Comments
- Creating Groups

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes