

PRODUCTIVE

EVENTS AND TRAINING

ABOUT OFFICE 365 UPGRADE TRAINING

Previously, the Microsoft Office suite was downloaded on to your desktop and consisted of 4 programs that you could use on your computer. This has now been revolutionised through Office 365. One mistake that many organisations make is spending thousands of dollars on the software without investing in training the end user. This can mean that they are only using the tools at 10-20% of its capacity.

WHAT'S INCLUDED IN OFFICE 365?

Office 365 is the same Office you already know and love on your PC – except you can access it from virtually anywhere.

With Office 365 you can send emails, update and share documents, and even set up and attend meetings from anywhere you're connected to the Internet on a wide range of devices



Word



Excel



PowerPoint



OneNote



Access



Publisher



InfoPath



Skype for
Business



Outlook



OneDrive
for Business

ADDITIONS TO THE OFFICE FAMILY

The Microsoft Office suite in 365 now has more apps that you can use and access through the Cloud (the Cloud refers to storing and accessing through the internet)!



Office 365 allows you to work from any device, store files on multiple devices, share documents with your colleagues and edit files easily.

- Work on your device or online
- Files and setting are synced across devices
- Create, save, edit and share documents easily
- Access documents on a mobile device
- Take notes on OneNote anytime



ONEDRIVE FOR BUSINESS

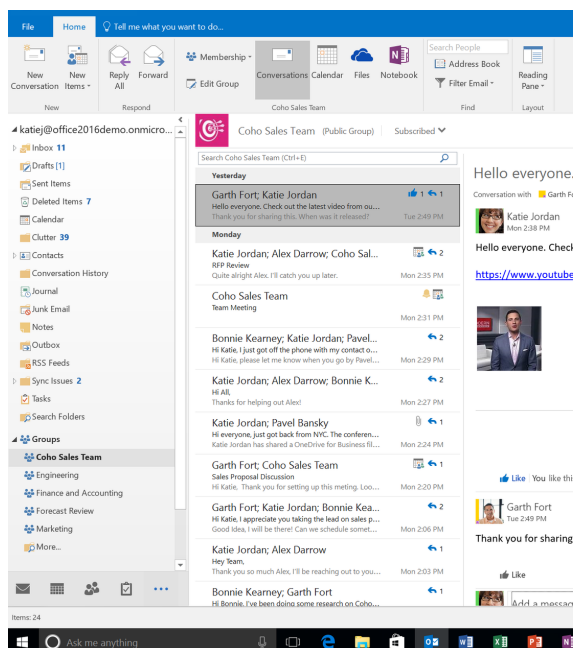
A wonderful edition to Office 365 is OneDrive for Business. All your files can be stored on the internet and edited in real time.

- Collaborate on Office documents in real time
- Get started with file sync and share in the cloud quickly and easily
- securely store, sync and share work files from any device or platform



OUTLOOK EMAIL

Your Outlook email will now be available online as well as your desktop.



- View your email and calendar
- Change your theme
- Set up an automatic signature/ reply for your email
- Share your calendar with others and view a shared calendar
- Search your email and calendar from one place
- Easily assign and track tasks for you and others.

THE TRAINING

Our specialised trainers can deliver Office 365 training for your staff so that they are empowered to utilise the Office programs to their full capacity.

A dark blue square graphic with a large yellow circle in the center. Inside the circle, the text "1 hour" is written in white. Below the circle, the word "EXPRESS" is written in white, bold, uppercase letters.

1 hour

EXPRESS

1 HOUR EXPRESS SESSION

In a one-hour power session we will give an overview of the new features and online collaboration tools. Participants will learn how to navigate through the menus and apps of 365. This is suitable for advanced users of previous versions or staff that only need to use Office 365 at a basic level.

A yellow square graphic with a large dark blue circle in the center. Inside the circle, the text "Full Day" is written in white. Below the circle, the word "INTENSIVE" is written in white, bold, uppercase letters.

Full Day

INTENSIVE

FULL DAY INTENSIVE

Participants can practice using the features of Office 365 and collaboration tools on a laptop or in a computer room so it's very practical and hands on. We will cover the features of Word, Excel, Outlook, OneNote, Skype for Business and OneDrive in detail. This session is recommended for any staff that must use the Office suite on a day to day basis or anyone that is familiar with Office 365 but wants to develop their skills further.