

# Microsoft Office 365 Online (with Teams for the Desktop)

**Category:** Office Applications | **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 introduces working with shared documents in the familiar Office 365 online apps Word, PowerPoint®, and Excel® as an alternative to installing the Microsoft® Office desktop applications. This course also introduces several productivity apps including Yammer , Planner, and Delve® that can be used in combination by teams for communication and collaboration.

## About This Course

This course introduces working with shared documents in the familiar Office 365 online apps'Word, PowerPoint®, and Excel® as an alternative to installing the Microsoft® Office desktop applications. This course also introduces several productivity apps including Yammer , Planner, and Delve® that can be used in combination by teams for communication and collaboration.

## 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, 2013, or 2016 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

## **Prerequisites & Entry Requirements**

### **General Prerequisites:**

- [Outlook - Part 1](#)
- [PowerPoint - Part 1](#)
- [Word 2016 - Part 1](#)
- [Using Microsoft Windows 10](#)

# Learning Outcomes

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**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 the Office Online apps, SharePoint, OneDrive® for Business, and Delve. Collaborate and work with colleagues using the Yammer and Planner apps. Use email and manage contacts with Outlook on the web. Collaborate using Teams. Configure Teams.

## Additional Course Details

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Nexus Humans Microsoft Office 365 Online (with Teams for the Desktop) 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 Microsoft Office 365 Online (with Teams for the Desktop) 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

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## **Q: What delivery options are available for Microsoft Office 365 Online (with Teams for the Desktop)?**

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
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## **Q: How many CPD hours does this course provide?**

The 1-day Microsoft Office 365 Online (with Teams for the Desktop) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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## **Q: What is the duration of the Microsoft Office 365 Online (with Teams for the Desktop) training?**

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

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## **Q: Do you provide corporate training for Microsoft Office 365 Online (with Teams for the Desktop)?**

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Office 365 Online (with Teams for the Desktop). 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.

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## Q: Why choose Nexus Human for Microsoft Office 365 Online (with Teams for the Desktop)?

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

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## Q: Are there any discount codes available?

Yes! Use discount code **PENPALS** when booking your Microsoft Office 365 Online (with Teams for the Desktop) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

# Nexus Human

## Professional Training & Development

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