

Office 2016 to Microsoft 365 – Half Day

Microsoft 365 Overview

- The Microsoft 365 Apps
- Web apps vs Desktop apps

OneDrive

- Overview – Cloud-based storage
- Accessing and using OneDrive Files
- In Web Apps
- In Desktop Apps
- Sharing Files
- Collaborating and co-authoring documents
- Syncing to a PC and Working offline
- Document Version History

Teams

- Overview
- Accessing and Navigating the Teams App
- Chat and Calls
- Teams Meetings
 - Scheduling Meetings
 - Meeting Options
 - Screen Sharing
- Teams and Channels
 - Teams Members
 - Adding content to Channels: Files & Tabs
 - Sharing and Collaborating with Channel Posts

M365 New/Updated Features

Many new features will appeal to all Office users, but some may only be of use to more advanced users of the programmes.

Common Elements

- Simplified Ribbons
- AutoSave
- Previous Versions
- Sharing and Collaborating

Word

- Dictate & Read Aloud
- Simple Markup
- Working with PDF documents

M365 New/Updated Features continued:

PowerPoint

- Reuse Slides
- Design Ideas
- Eyedropper Tool
- Screen Clipping
- New Media Tools
- Subtitles

Excel

- Flash Fill
- New Charts – Waterfall
- Table Slicers
- PivotTable Timelines
- New Functions – CONCAT, IFS, XLOOKUP
- Array Functions – FILTER, SORT

Outlook

- Compact view
- In-line replies
- Attachments vs Sharing
- Attachment Warning