

Course	Microsoft 365 File Management
Length	Three hours
Audience	This course is recommended for all users of Windows-based applications (such as Word, Excel, PowerPoint, etc.) who are ready to get organized! Anyone who is not sure where their files are should take this class. Learn to create folders, copy and move files and folders, find files and more.
Prerequisites	Participants must take Windows Basics or have comparable experience.
Topics	<p><i>Module 1: Review of Office 365 Application</i></p> <ul style="list-style-type: none">◆ Overview: What is online / Office 365?◆ Connecting to applications◆ Using Home Portal to view a document within browser◆ Modify a document in a web browser <p><i>Module 2: File Management</i></p> <ul style="list-style-type: none">◆ File Management Concepts◆ Creating New Folders◆ Saving Documents <p><i>Module 3: More on File Management</i></p> <ul style="list-style-type: none">◆ Copying Files or Folders◆ Moving Files or Folders◆ Deleting Files or Folders◆ Finding Files or Folders◆ Creating Shortcuts <p><i>Module 4: Web Applications</i></p> <ul style="list-style-type: none">◆ Explore Outlook Web App (OWA)◆ Sharing calendars◆ Exploring Lync <p>-</p>