LMS365

Ensure Office 365 Adoption

- Successfully Managing employee training in the Modern Digital Workplace

Office 365 includes a tremendous number of great tools for collaboration, authoring and communicating. However, to achieve a successful adoption of Office 365 in your organization, your employees will need training.

What you get

To secure your Office 365 rollout, LMS365 can be delivered with a specially tailored bundle of Office 365 Video-based training courses, always up-to-date with the newest Microsoft releases.

The Office 365 Course Bundle

13 Courses

220 Lessons

12 Hours

Your employees can pick relevant content and you can track each learner's progress, award certificates, mix with quizzes and create a leaderboard. In other words, turn your Office 365 rollout into a fun and engaging learning experience for your organization.

Make sure your Office 365 investment pays off with LMS365!

The Office 365 Course Bundle

The content bundles were developed in corporation with our content partner, ClipTraining. The Office 365 rollout bundle can be extended with more online courses such as Windows 10, Office Desktop clients, Security Awareness and much more.

OneDrive

Working in a business means having to store, share, and sync work files in the cloud. OneDrive for Business allows you to collaborate on documents with others, update and share files from any device and share and sync in the cloud.

This course, OneDrive for Business, will first give you an overview of setting up your OneDrive for Business account, how to use the Ribbon, and your library. You'll then learn about different ways to use and share files, including the OneDrive Document Library and sync files to your device. Finally, you'll discover how to manage and collaborate on documents, covering topics such as using Preview and your version history. By the end of this course, you'll be able to use OneDrive for Business to boost productivity, information-sharing, and collaboration at your workplace.

Office Online
Word, Excel, PowerPoint, OneNote

If you subscribe to Office 365 or have a Microsoft account, you have access to Office Online applications, including Word, Excel, PowerPoint, and OneNote. These applications allow you to access your files anywhere online -all you need is access to the Internet!

In this course, Using Microsoft Office Online (2016), you'll start with Word. You'll learn how to create and access files, as well as many management methods from editing text to adding graphics and tables. Next up is Excel, where you discover how to sort and filter data, use formulas and equations, and work with references. You'll then move onto PowerPoint, where you will learn how to create presentations using transitions, themes, and SmartArt. Finally, you'll learn how to create, edit, and share notebooks in OneNote. By the end of this course, you'll be able to use Microsoft Office Online's programs and powerful features with confidence.

Skype for Business

The Skype for Business platform can be used for calls, conferencing, video, and sharing. Whether you are new to Skype for Business or if you're coming from Lync, this course will get you up and running with everything you need to know to simplify communication. This course covers new features, contacts, groups, change alerts, instant messaging, meetings, calls, & sharing content.

Microsoft Teams

Microsoft Teams is a chat-based workspace in Office 365 that brings together people, conversations, and content—along with the tools that teams need—so they can easily collaborate to achieve more. With this course learn all you need to access, navigate, and manage this powerful application.

Outlook on the Web

In this course, business professionals are introduced to the Office 365 Outlook Web Application (OWA). Learn how to send and organize email, manage contacts, create appointments, and tasks from anywhere.

Yammer

This course is designed to get business professionals acquainted with Yammer, a private social network geared towards connected teams and people within organizations.

Delve

Get up and running with Microsoft Office Delve 2016 in this short course! In this course, you'll learn the new features, how to work with the content card, how to make authoring easy, and tips on searching for content and people.

Sway

If you want to learn a new, interactive way to give presentations, reports, and tell stories, then this course is for you!
In Using Office Sway (2016), you'll learn the new features of Sway, how to create a Sway from scratch, how to grab attention with your content, and how to publish your storyline.

SharePoint Online Essentials

As your business grows and expands it becomes more and more important to find a way to conveniently share information among the people on your team.

In this course, SharePoint 2016: Essentials, you'll learn the basics in getting started with SharePoint Online. First, you'll discover how to setup your SharePoint profile. Next, you'll explore how to use Lists, Libraries, and Calendars to better manage tasks and collaborate around information. Finally, you'll learn how to search through all your SharePoint content to find specific information.
When you're finished with the course, you'll have the knowledge you need to get started using SharePoint Online.

SharePoint Online Power Users

As your business grows and expands it becomes more and more important to use a tool to foster collaboration and expediency among your team.

In this course, SharePoint Online (2016): Power Users, you'll take your SharePoint skills to the next level. First, this course will take you through enhancing your team's collaboration with SharePoint. Next, you'll explore a SharePoint workflow designed to help improve efficiency. Finally, you'll learn some site owner basics that will help increase productivity.
By the end of this course, you'll have the necessary knowledge to be an efficient SharePoint power user.