

**Information Technology Institute (ITI)** | **Workforce Development & Continuing Education (WDCE)**

**ITI 490 – Virtual Office Management with Microsoft 365**

**Topical Outline**

**Session I: Class Overview | MS 365 | OneDrive**

I. Class Overview & Introduction to MS 365

* Review Syllabus; Class objectives
* Explanation of the Cloud
* Explanation of MS 365

II. OneDrive

* What is OneDrive?
* File Management in the cloud (creating/organizing folders & files)
* File Sharing via OneDrive

**Session II & III: Word**

Session II

* Introduction
* Getting Started
* Working with Text
* Formatting Text
* Working with Paragraph Text

Session III

* Introduction
* Formatting Pages
* Creating Lists
* Illustrating Documents
* Proofing Documents
* Sharing and Collaboration

**Session IV & V: Excel**

Session IV

* Introduction
* Getting Started with Excel
* Entering Data
* Formulas and Functions
* Formatting
* Adjusting Worksheet Layout & Data

Session V

* Adjusting Page Layout & Printing
* Charting
* Adjusting Worksheet Views
* Multiple Worksheets and Workbooks
* Data Management Features
* Security and Sharing

**Session VI & VII: PowerPoint**

Session VI.

* Introduction
* Getting Started
* Working with Slides
* Images and Shapes
* Adding Diagrams and Charts
* Add Video, Audio, Animation

Session VII

* Helpful Accessibility Features
* Collaborate
* Deliver Presentations
* Reuse Presentations
* Challenges

**Sessions VIII & IX: Outlook**

Session VIII

* Introduction
* Getting Started with Outlook Web
* Compose and Send Mail
* Receive and Manage Mail

Session IX

* Use Calendar
* Work with Meetings
* Bookings
* People
* To Do Lists

**Session X: Teams, SharePoint, MS 365 Apps**

***NOTE:***Montgomery College does not include access to SharePoint via the App Launcher in Microsoft 365. The workaround is to create a Group using MS People. There is a link to open SharePoint from the group.