## 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.