

Document Generated: 05/09/2026

Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Office 365 Cloud Platform



About this Course:

Modify all of your files from anywhere, with any device, at any time. By "sharing" files instead of sending them, you avoid having multiple versions floating around. Collaborate on a document in real time, or create groups and teams to share files, calendars, conversations, and more.

Course Objectives:

- Learn to use Outlook's online Mail and Calendar features. Explore Word, PowerPoint and Excel online, and learn when to use them. Find and add additional apps using the Office Store. Learn to use OneDrive, organize your files, and sync your existing files. Use Skype for Business to connect and communicate, and collaborate with fellows using the built-in "Share" feature.

Audience:

- For anyone, anywhere. The cloud is the future; get ahead of the trend.

Course Outline:

Credly Badge:



Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)