

Week 1

1	<ul style="list-style-type: none"> Accessing and signing In Personalising your account Changing passwords 	2	<ul style="list-style-type: none"> Signing in to Office 365 Working with attachments Sharing files in Office 365 	3	<ul style="list-style-type: none"> Getting started with Windows 10 Opening applications with Office 365 Customising the start screen in Office 365 	4	<ul style="list-style-type: none"> How to use Outlook How to use PowerPoint Online How to use OneDrive How to use Word Online How to use Excel Online 	5	<ul style="list-style-type: none"> Introducing Outlook Online Outlook Online basics Responding to an email in Outlook
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Week 2

6	<ul style="list-style-type: none"> Creating an email in Outlook Exploring OneDrive Opening files Managing access to files and folders 	7	<ul style="list-style-type: none"> Downloading files and folders Uploading files and folders Sharing files and folders 	8	<ul style="list-style-type: none"> Searching Mailbox in Outlook Setting message options in Outlook Working with other calendars 	9	<ul style="list-style-type: none"> Introducing MS Teams Holding conversations in Teams 	10	<ul style="list-style-type: none"> Working with conversations in Teams Holding meetings in Teams
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Week 3

11	<ul style="list-style-type: none"> Outlook exploring mail Doing more in Outlook Online Skype for Business instant messaging 	12	<ul style="list-style-type: none"> Exploring Word Online Headers and footers in Word Online Working with comments in Word Online Using Navigation Pane in Word Online 	13	<ul style="list-style-type: none"> Switching views and editing modes in Word Online Sharing documents in Word Online Saving documents in Word Online Printing from Word Online 	14	<ul style="list-style-type: none"> Introducing Excel Online Exploring Excel Online Switching views and editing modes 	15	<ul style="list-style-type: none"> Working with comments Saving workbooks Sharing workbooks Printing workbooks
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Week 4

16	<ul style="list-style-type: none"> Getting started with OneNote Online Taking OneNote further 	17	<ul style="list-style-type: none"> Introducing PowerPoint Online How to use PowerPoint Online Exploring PowerPoint 	18	<ul style="list-style-type: none"> Switching views and edit modes in PowerPoint Working with comments in PowerPoint 	19	<ul style="list-style-type: none"> Sharing Presentation in PowerPoint Printing in PowerPoint Creating PDFs in PowerPoint
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 = escalla Essentials (5 mins long)

 = escalla Minis (2 mins long)