**Wise Owl Training**

# Using Microsoft 365

## 2 day training course

## Course contents

This course will cover the following topics.  Those marked with (*) will be covered if time allows.

### About Microsoft 365

- The 365 home page
- Working in the cloud
- Switching apps

### OneDrive

- Navigating in OneDrive
- Working with files and folders
- Sharing in OneDrive
- Synchronising content

### SharePoint

- What are SharePoint sites?
- Document libraries
- Checking in and out
- Working with lists

### Teams

- Creating meetings
- Working with channels
- Sharing and collaboration
- Adding apps

### Outlook 365

- Navigating the Outlook screen
- Sending email
- Messages and folders
- Meetings and the calendar

### Word 365

- Creating documents
- Basic formatting
- Adding tables and images
- Collaboration and comments

### Excel 365

- Navigating in Excel 365
- Entering data and formulae
- Sorting and filtering tables
- Creating basic charts

### PowerPoint 365

- Creating basic presentations
- Choosing designs
- Working with slides
- Adding items to slides

### Forms

- Creating forms
- Running surveys
- Analysing survey results

### A case study

- Creating a real-world file
- Collaborating on changes
- Publishing your final work
- Sharing the file

### OneNote (*)

- Creating notebooks
- Pages and sections
- Adding and editing notes

### To do lists (*)

- Creating to do lists
- Assignng tasks to people
- Task importance

## Pre-requisites for Using Microsoft 365 course

There are no pre-requisites for attending this course, although it only makes sense to do so if your employer has a 365 licence!

## Prices

| Venue | Address | Price per place |
|---|---|---|
| London | Landmark, 99 Bishopsgate, London EC2M 3XD | £1,425 per person + VAT |
| Manchester | Holiday Inn, 25 Aytoun Street, Manchester M1 3AE | £1,050 per person + VAT |
| Online | Your home or office! | £875 per person + VAT |

## Scheduled Dates

| Dates | Venue | Times | Price per place | Booking |
|---|---|---|---|---|
| Thu/Fri 09-10 April 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |
| Tue/Wed 05-06 May 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |
| Wed/Thu 03-04 June 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |
| Thu/Fri 02-03 July 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |
| Mon/Tue 03-04 August 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.