bristol business college
YOUR BEST BUSINESS DECISION

Understanding Office 365
for Non-IT Professionals

Microsoft Office is changing – don't get left behind. *Word*, *Outlook*, *Excel* and *PowerPoint* are going as stand-alone applications. Replacing them are a new set of cloud-based apps.

Microsoft have invested millions in re-inventing itself around *Office 365* with seamless business collaboration at the centre. This one-day masterclass is specifically designed for owner managers or managers without specialist IT knowledge. It provides an overview and introduction of *Office 365*.

- *Skype* with a colleague while both editing a shared *Excel* document.
- Share your desktop with customers and take them through your presentation.
- Get your team to provide comments & feedback on a report, without emailing it out to everyone.

Business processes are changing – and so are the tools. Collaboration is the new standard: it's time to understand how to build your team through *Office 365.*

Course Objectives:

- A template for *Office 365* integration or migration
- Understanding of business process change
- Competitive & strategic advantage of *Office 365*
- Business purpose of each tool/app
- Interconnectivity between tools/apps

Delegates will learn:

- How to set up and secure an *Office 365* account
- Understand the business purpose of each app
- A clear insight into the interconnections between apps
- How collaboration works throughout the apps
- How to pilot and introduce *Office 365* across your business

Delegates will get a detailed understanding of the features of the suite.

The course will highlight the business benefits and areas for critical process change. It is designed to be as interactive as possible with regular opportunities for discussion. Regular use is made of detailed case-studies, drawing on lessons learnt from other small and medium-sized businesses.

www.bristolbusinesscollege.com

Understanding Office 365 for Non-IT Professionals

1 Day Course