Office 365 Training

Workplace challenges? 365 solutions. Office 365 allows you to transform the way you work, accessing your content from anywhere, anytime and from any connected device.

QA's Office 365 courses concentrate on improving your ways of working with this new digital technology and focus on key areas, including: collaboration, collect and store, connect with people, communicate and culture change.

Communicate: Outlook Online, Skype for Business, Teams and Yammer

Course Code: QACOM365

Office 365 provides new ways to communicate with colleagues. This course focusses on core 365 apps and shows how they can be combined into a powerful yet easy to use toolset. Part of a series of QA Office 365 courses, Outlook Online, Teams, Skype for Business and Yammer are demonstrated.

Course Duration: 1 Day

Collaborate: Office Online, Groups, Teams, Planner

Course Code: QACOL365

Collaboration is a core design tenet of Office 365. Adopting new ways of working can be challenging. This course drills into Teams, Groups and Planner interwoven with Office Online to illustrate their powerful collaborative features.

Course Duration: 1 Day

Connecting With People: Outlook Online, Groups, Skype and Teams

Course Code: QACWP365

Office 365 places people at the heart of activity. Regardless of physical location, connecting and collaborating with colleagues can be achieved using Office 365 apps. This course introduces Teams, Outlook Online, Groups and Skype for Business to help people successfully connect with each other.

Course Duration: 1 Day

Collect and Store: OneDrive, Groups and Forms

Course Code: QACOLST365

Collaboration creates content. Storing easily accessible documents, business information and feedback can be achieved using OneDrive, Groups and Forms in Office 365. This scenario driven course demonstrates how the web-based apps can be successfully used to curate content.

Course Duration: 1 Day

Culture Change: OneDrive, Delve and Teams

Course Code: QACUL365

Implementing an Office 365 solution into an organisation can lead to significant changes to ways of working. Communication and collaboration methods can be different. Content is created and stored in new ways. This course places OneDrive, Teams and Delve at its core to demonstrate great new ways to find content, people and successful collaboration.

Course Duration: 1 Day

Office 365 for End Users

Course Code: QAOFF365EU

With the move to Office 365 comes new apps to adopt and absorb into business processes. This course takes a new Office 365 user through core apps which can be used to communicate, create content and share content online. Office Online, OneDrive, Outlook Online, Teams and Skype for Business are introduced to help with the transition to new ways of working.

Course Duration: 1 Day

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Why choose QA for O365 training?

- We are the largest Microsoft Gold Learning Partner in the UK
- Learn from the UK's leading Microsoft training provider
- We deliver over 20,000 Microsoft training courses in the UK each year
- First class learning specialists - all with a minimum of 5 years training experience
- 99% of our delegates are satisfied with their Microsoft course
- The UK's biggest network of training centres, offering you more dates and greater choice
- A broad range of delivery options: Virtual learning, E-learning, Attend from Anywhere and Video learning

Discover how QA's O365 solutions have helped organisations resolve their workplace challenges by clicking on the Case Studies below:

Microsoft

Office 365: end-user adoption

Learn More

NHS

Office 365 rollout

Learn More

Trusted, Awarded and Accredited

Fully accredited to ensure we provide the highest possible standards in learning.

Gold
Microsoft Partner
Microsoft