

This is the second part of Office 365, Microsoft's cloud-based office software suite that incorporates online services with Office Online and other Microsoft tools. This course is intended to help Office 365 users understand how to complete advanced tasks using its various apps and services. Topics will include file storage and collaboration with OneDrive and SharePoint; using cloud-exclusive tools such as Delve and Planner; and managing users and security within Office 365.

Lesson 1: File Storage and Collaboration with OneDrive for Business

- Topic A: Getting Started with OneDrive for Business
- Topic B: Collaborating Using OneDrive for Business
- Topic C: Using Delve

Lesson 2: File Storage and Collaboration with SharePoint Online

- Topic A: Getting Started with SharePoint
- Topic B: Getting Started with Document Libraries
- Topic C: Working with Document Libraries

Lesson 3: Organizing with Office 365

- Topic A: Working with Tasks
- Topic B: Getting Started with Planner
- Topic C: Working with Planner

Lesson 4: Managing Tabs

- Topic A: Getting Started as an Administrator
- Topic B: Managing Users
- Topic C: Managing Groups
- Topic D: Managing Resources

Lesson 5: Managing Security, Compliance, and Domain Settings

- Topic A: Managing Domains
- Topic B: Security and Compliance