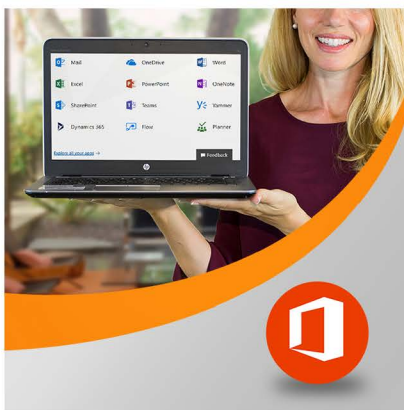




Storyals



 LMS365 Course Catalog

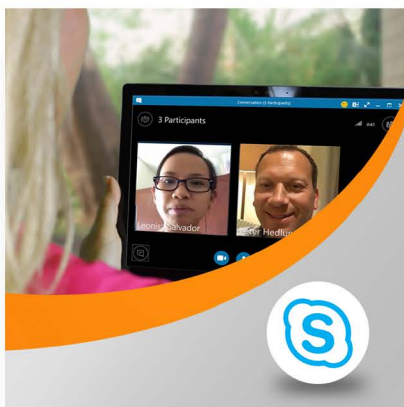


## Kick-start your Office 365 usage

 using *Office 365*

▶ 3 videos  2 quizzes

Office 365 provides you with a rich tool set that enables you to be productive from anywhere on any device. In this course you will get a good overview of what Office 365 has to offer and see some of the highlights in your familiar Office applications. You will also get a step by step guidance for how to get started.

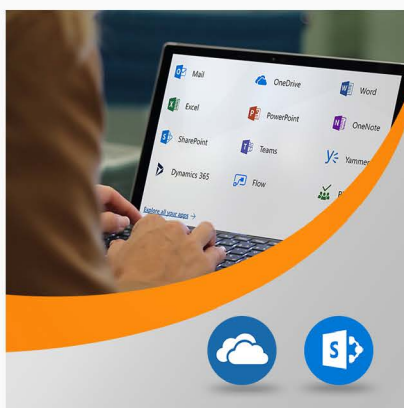


## Connect and Communicate

 using *Skype for Business*

▶ 4 videos  3 quizzes

Skype for Business is a powerful tool that enables you to easily connect and communicate in real-time with co-workers and external business partners. In this course you will get an overview of the benefits of Skype for Business, learn how to get started, and see how Skype for Business can effectively be used in real life.

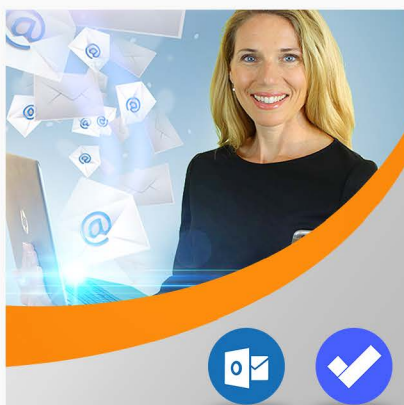


## Work smarter with documents

  using *OneDrive for Business and SharePoint*

▶ 5 videos  3 quizzes

To get the full value of Office 365, saving documents to the cloud is a must. There are mainly two ways in which you can save documents to the cloud in Office 365, either using OneDrive for Business or SharePoint. In this course, you will get a quick overview of the benefits of these tools and understand when to use which, learn how to get started using them, and see how they can effectively be used in real life.



## Take control of your inbox

  using *Outlook*

▶ 3 videos  2 quizzes

Even though Office 365 provides a wide range of different communication methods, email continues to be the primary tool for business communication for many organizations. In this course, you will learn how to effectively use Outlook across devices in Office 365 to take control of your inbox and how to use Microsoft To-do to keep track of tasks.



## Get Organized

 using *OneNote*

▶ 3 videos  2 quizzes

All the digital information we are accumulating, that can be saved in the cloud and accessed from anywhere, is a great asset – but, if not organized properly, it can become a burden. In this course, you will learn how to effectively use OneNote to organize notes, photos, receipts, tasks, and much more.



## Tell powerful stories

   using *PowerPoint, Sway and Forms*

▶ 5 videos  3 quizzes

Office 365 provides numerous options for telling powerful stories. In this course, you will learn how to effectively use new enhancements of PowerPoint to create eye-catching presentations and the modern app Sway, to create visually appealing presentations online. In the story-based tutorials you will see how these applications can be used in real-life scenarios by productivity advisor Ulrika Hedlund.



## Enhance Teamwork

  using *Teams and Planner*

▶ 3 videos  2 quizzes

With Office 365 users have multiple options for working smarter together. In this course you will learn how to create and use Office 365 Groups from Outlook, get an introduction to Planner and learn how to effectively use Microsoft Teams to stay up to date on team conversations, share files and better focus on the work at hand and to increase transparency and information sharing within your team.



## Inspire Office 365 Productivity

 using *Office 365*

▶ 26 videos  17 quizzes

This training plan gathers all the Storyals Office 365 courses in a single collection, organized in an logical manner. Users will be given an introduction to the instructor, the training format with the unique story-based tutorials and an overview of the entire training. This training plan is ideal for users who want to increase their overall effectiveness using Office 365.