

<b>Course Title</b>	<b>OFFICE 365 ADOPTION</b>
<b>Course Code</b>	<b>O365ADOPTION-012018-001</b>
Objective	<p>The Office 365 Adoption class presents all the Office 365 features. The course does not require any prior knowledge of Office 365.</p> <p>If you've already been using Office 365, the course will give you a bird's eye view on all the features you may be entitled but not using it.</p>
Target Audience	<b>All Users</b>
Duration	1.0 days
Time	<p>10.00 am to 1.00 pm (break for 15 minutes)          1.00 pm to 2.00 pm (lunch break at own expenses)          2.00 pm to 5.00 pm (break for 15 minutes)</p>
Venue	Alfa Connections Office or Microsoft Office
Class Size	Up to 15 attendees to have an effective learning experience
Environment / Technology	<b>Office 365</b>
Notes to Attendee	<p>Attendee has to bring your own laptop (Windows 7 and above) for this workshop.</p> <p>Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint Online.</p> <p><a href="http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx">http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</a></p> <p>Attendee has to ensure that this laptop is able to connect to wifi network.</p>

Topics	<p>Office 365 features that will be covered:</p> <ol style="list-style-type: none"><li>1) People</li><li>2) Yammer</li><li>3) One Drive</li><li>4) Planner</li><li>5) Tasks</li><li>6) Delve</li><li>7) One Note</li><li>8) Sway</li><li>9) PowerApps</li><li>10) Flow</li><li>11) Teams</li><li>12) Power BI</li></ol>
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Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.