

2024 Educational Technology Day

Thursday, Sept. 26, 2024

Presented by the Division of Information Technology

Welcome and Objectives:

Welcome everyone to the Office 365 training session.

Briefly explain what Office 365 is: a cloud-based suite of productivity tools developed by Microsoft, which includes popular applications like Word, Excel, PowerPoint, and more.

Outline the objectives of the session: to provide a basic overview of the main applications and features of Office 365.

Microsoft Word:

Introduction

Microsoft Word is a word processing application used for creating and editing documents.

Key Features

- **Creating and Opening Documents:** Show how to start a new document and open existing ones.
- **Formatting Text:** Demonstrate how to format text, including changing font styles, sizes, and colors, and using paragraph formatting options.
- **Inserting Elements:** Show how to insert images, tables, and hyperlinks.
- **Saving and Sharing:** Explain how to save documents to OneDrive for cloud storage and share documents with others.

Demo

Quick walkthrough: Create a new document, type some text, format it, insert an image, and save it to OneDrive.

Microsoft Excel:

Introduction

Microsoft Excel is a spreadsheet application used for data analysis and visualization.

Key Features

- **Creating and Opening Spreadsheets:** Demonstrate how to create a new spreadsheet and open existing ones.
- **Basic Functions:** Show how to use basic functions like SUM, AVERAGE, and basic formulas.
- **Formatting Cells:** Explain how to format cells, including number formatting and conditional formatting.
- **Charts and Graphs:** Demonstrate how to create a basic chart or graph from data.
- **Saving and Sharing:** Explain saving to OneDrive and sharing options.

Demo

Quick walkthrough: Create a simple spreadsheet, enter data, use a basic formula, and create a chart.

Microsoft PowerPoint:

Introduction

Microsoft PowerPoint is a presentation application used for creating slideshows.

Key Features

- **Creating and Opening Presentations:** Show how to start a new presentation and open existing ones.
- **Adding and Formatting Slides:** Demonstrate how to add new slides, choose layouts, and format text and objects.
- **Inserting Media:** Show how to insert images, videos, and audio.
- **Slide Transitions and Animations:** Briefly explain how to apply slide transitions and animations.
- **Saving and Sharing:** Explain how to save presentations and share them via OneDrive.

Demo

Quick walkthrough: Create a new presentation, add a few slides, insert an image, and apply a transition.

Microsoft Outlook:

Introduction

Microsoft Outlook is an email and calendar application.

Key Features

- **Managing Emails:** Demonstrate how to compose, send, and organize emails.
- **Calendar and Scheduling:** Show how to create and manage calendar events and meetings.
- **Contacts and Tasks:** Briefly explain how to manage contacts and tasks.

Demo

Quick walkthrough: Compose a new email, create a calendar event, and show how to organize tasks.

Microsoft OneDrive:

Introduction

OneDrive is a cloud storage service that integrates with Office 365.

Key Features

- **Uploading and Accessing Files:** Show how to upload files to OneDrive and access them from different devices.
- **Sharing Files:** Demonstrate how to share files and folders with others.
- **Collaborating in Real-Time:** Explain how multiple users can collaborate on the same document simultaneously.

Demo

Quick walkthrough: Upload a file, share it with a colleague, and demonstrate real-time collaboration.

Microsoft Teams:

Introduction

Microsoft Teams is a collaboration and communication platform.

Key Features

- **Chat and Teams:** Show how to start a chat and create a team.
- **Meetings and Calls:** Demonstrate how to schedule and join meetings.
- **File Sharing:** Explain how to share files within Teams.

Demo

Quick walkthrough: Start a chat, schedule a meeting, and share a file in a team channel.