

MICROSOFT OFFICE 365

ATOMIC LEARNING RESOURCES

One Drive Training

<https://www.atomiclearning.com/k12/one-drive-training>

In this online training series, you'll learn about OneDrive®, which has apps available for all the major phone, tablet and computer platforms, so you can always stay in the loop with your files.

Microsoft Word 2016

<https://www.atomiclearning.com/k12/word-2016-training>

In this online course, you'll learn how Word 2016 delivers many new features and updates to the user experience, and core functionality. With online integration with OneDrive®, Word 2016 is a first-class word processing tool.

Microsoft Word Online

<https://www.atomiclearning.com/k12/word-online-training>

In this online training course, you will learn how to use basic features and tools to create documents using Microsoft® Word Online. This online version will provide you with the ease of saving to OneDrive® which allows you to access your work anywhere you have internet access. You will never again feel locked down to a PC with a desktop version of Word when needing to write a quick letter or when you are tasked with a more elaborate document, such as a resume.

Microsoft PowerPoint 2016

<https://www.atomiclearning.com/k12/powerpoint-2016-training>

In this online course, you'll learn how PowerPoint® 2016 for Mac provides many new features to the user experience, and core functionality. With online integration with OneDrive® and iCloud®, PowerPoint 2016 is the gold standard and a first-class presentation tool.

Microsoft Excel 2016

<https://www.atomiclearning.com/k12/excel-2016-pc-training>

In this online course, you'll learn how Excel 2016 delivers many new features and updates to the user experience, and core functionality. With online integration with OneDrive®, Excel 2016 is a first-class spreadsheet tool.

Using Office 365 Training

https://www.atomiclearning.com/k12/off365_user

Office 365™ is Microsoft's® online collection of tools. It is made up of their email application, titled Mail, and combined with an online calendar and other collaborative tools. Included in this tutorial series is an in-depth look at Mail, Calendar, Tasks, OneDrive® and People (formally Contacts). This online course introduces the collaborative and social applications, such as Yammer®, Sites, Delve™, and Video. Also, you will learn how to save, share, and collaborate with documents stored in OneDrive and edited using the Office Online applications: Word, Excel®, PowerPoint®, and OneDrive.

Collaborating and Sharing Using Office 365

https://www.atomiclearning.com/k12/off365_user

Office 365™ offers a wide variety of tools to collaborate and share information. This online course demonstrates several of the collaboration tools available. There are several example projects described. For example, these videos will describe how to create a collaborative space for a group with a shared calendar and OneDrive® folder. Additionally, using this Groups tool will also set up a space for shared conversations where every member of the group can write online messages and everyone in the group will automatically receive updates. This course also explores the many ways that the Office 365 apps can work together, such as using OneDrive and Office Online to share and collaboratively edit documents.

Microsoft Sway

<https://www.atomiclearning.com/k12/microsoft-sway-training>

Sway® is a Microsoft® app that helps you create, publish, and share interactive online presentations. You can drag and drop content from OneDrive®, Facebook®, YouTube™, Twitter™, and the Web, or even upload from your computer. There's no need to deal with formatting, font size, or alignment, since Sway has a built-in design engine that pulls your content together and then makes it easy to try out new style and color combinations. Your Sway is automatically optimized for any size screen and can be easily shared with coworkers, family, and friends. You can use Sway for presentations, reports, and stories and it's especially useful in education, for teachers or students to create an engaging presentation that can be

reviewed online; or for professionals who need to present online and want a quick way to create a report they can easily share. Since its web-based and easy to edit, it's great for any situation where you need to make regular updates to an existing document.