



Working with iPads (Office 365) - 1 day

Aim:

This 1 day workshop is designed to help you get more from your iPad within the working environment. Understand how to use the Office 365 apps to make more of mobile working.

This course concentrates on the use of Office 365 within the iPad environment.
Delegates need to bring their own device to the session.

Level: No previous experience required.

Course Objectives:

iPad features

- Using the OneDrive app
- Locating Files
- Finding files shared with me
- Using the preview environment
- Setting files to be available offline

Using Outlook on the iPad

- Mail basics
- Locating Online Files
- Sending Pictures

Using Excel on the iPad

- Locating files
- Finding files shared with you
- Working with an existing file
- Changing data
- Creating formula
- Working with Filters
- Creating a Chart
- Saving

Using Word on the iPad

- Creating a new file
- Using Templates
- Adding text
- Adding Images
- Working with Images
- Using a Pen Tool

Using PowerPoint on the iPad

- Opening an existing presentation for review
- Making alternations
- Adding Images
- Using the drawing toolbar
- Creating a Slideshow
- Running a slideshow from your iPad
- Using OneNote on the iPad
- Creating Notes
- Adding Sections and Pages
- Handwritten notes
- Capture brainstorming sessions - whiteboard / flip Chart
- Photographing a document

Things to know

- How do I print from my iPad
- Connecting to a Wifi Connection
- Updates
- Closing Applications

Other tips and hints