

MICROSOFT OFFICE 365 USER GUIDE

THE COMPLETE STEP-BY-STEP MANUAL

For Beginners and Seniors to Master the Essential Features and Functions of Microsoft Office 365 in 2022



Curtis Campbell

Microsoft Office 365 User Guide

J Dewey



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Microsoft Office 365 User Guide Bryan Bent, 2021-09-17 Microsoft 365 the new name for the apps and services formerly known as Office 365 is the behemoth of office suites and the one that every competitor tries to match. It runs almost everywhere with full featured editions for Windows and macOS surprisingly powerful apps for iOS and Android and slick web based versions. Microsoft 365 has all collaborative features found in cloud only suites like Google Workspace plus all the benefits of disk based apps speed security and the ability to work offline. Microsoft's apps aren't perfect and a few features are awkward and unwieldy but you'll need strong reasons to choose anything else. Microsoft 365 is an Editors Choice document editing suite. Microsoft 365 Personal which includes access to Microsoft Word Excel PowerPoint OneNote Outlook and Skype apps for one user on up to five devices. You also get Sway for interactive reports and presentations forms for creating surveys and quizzes and Microsoft's To Do app. At the other end of the pricing scale the annual Microsoft 365 Family tier provides access to the same apps and supports up to six users. The premium version of the Microsoft Family app is included in this subscription tier. You can use Microsoft 365 on the web or download apps for Windows macOS Android and iOS devices. Microsoft recently updated its macOS version with a new build that runs natively on Apple Silicon Macs such as the latest MacBook Air these new apps run at amazing speed. Ready to explore your software and new features. Read this book To Master MS Office 365 Features With Tips And Tricks [Office 365 User Guide](#) Nikkia Carter, 2019-04-30 Work with the powerful subscription software Office 365 to increase your organization's efficiency by managing file sharing email exchange and much more. Key Features Become well versed with Office 365 and leverage its capabilities for your business. Speed up your workflow and effectively collaborate using Office Web Apps. Learn to set audio and web conferences and seamlessly access your workspace. Book Description Microsoft Office 365 combines the popular Office suite with next generation cloud computing capabilities. With this user guide you'll be able to implement its software features for effective business communication and collaboration. This book begins by providing you with a quick introduction to the user interface UI and the most commonly used features of Office 365. After covering the core aspects of this suite you'll learn how to perform various email functions via Exchange. Next you will learn how to communicate using Skype for Business and Microsoft Teams. To boost your productivity this book will help you learn everything from using instant messaging to conducting audio and web conferences and even accessing business information from any location. In the final chapters you will learn to work in a systematic style using file management and collaboration with OneDrive for Business using SharePoint. By the end of this book you'll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization's productivity. What you will learn Understand the UI of Office 365 Perform a variety of email functions through Exchange Communicate using Skype for Business and Microsoft Teams Explore file management using OneDrive for Business Collaborate using SharePoint Understand how to leverage Office 365 in your daily tasks Who this book is for If you

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