

PEPPERPOINTE PARTNERSHIPS

Microsoft 365 Office Hours Session 4

AGENDA

- Review
- Excel Overview
- Word Overview
- PowerPoint Overview
- Forms Overview
- OneNote Overview
- Questions
- Resources



Review

- Teams Overview
- OneDrive Overview
- SharePoint Overview



A Reminder



Reminder

- Stay out of OneDrive and SharePoint. Please do not interact with your files. This will negatively impact the migration of your files. You may view but do not edit any files. Reference Sean's email.
- Anyone attending these sessions should ensure the rest of their team is aware of this.
- Requests for SharePoints, Teams, or Groups should come to help@pepperpointe.com and contact your department SME.
- Exercise caution in regards to renaming folders or documents.

Additional Information

- If you had a pre-existing Microsoft license you will need to start using your new account, come January 8th.
- All users will have access the web applications.
- If you need or want the desktop applications, it will require a different license.

Google Chrome to Microsoft Edge

- Import to Edge
- If you experience issues email help@pepperpointe.com

Get set up in three simple steps to get the best experience out of Microsoft Edge.



Import your browsing data

Regularly bring your favorites, passwords, history, cookies and more from other browsers.

[Microsoft Privacy Statement](#)

Import



Stay in sync while on the go

Download the Microsoft Edge app to continue browsing on your phone and stay in sync across your devices.

Download



Discover more features

Learn about the easy-to-use built-in tools that help protect you online, improve performance, and save money when you shop.

Explore Microsoft Edge

Browse faster with Microsoft Edge

Start browsing

Additional Information

- Logging into the desktop applications.
- Connecting with Windows
 - Passwords
 - Encryption

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

Allow my organization to manage my device

ⓘ Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

[No, sign in to this app only](#)

[OK](#)

Are you ready to start encryption?

Disk encryption software other than BitLocker or Windows device encryption will prevent Windows from starting after you encrypt your device. If this happens, you'll need to reinstall Windows, and all data on your device will be lost.

I don't have any other disk encryption software installed, encrypt all my disks

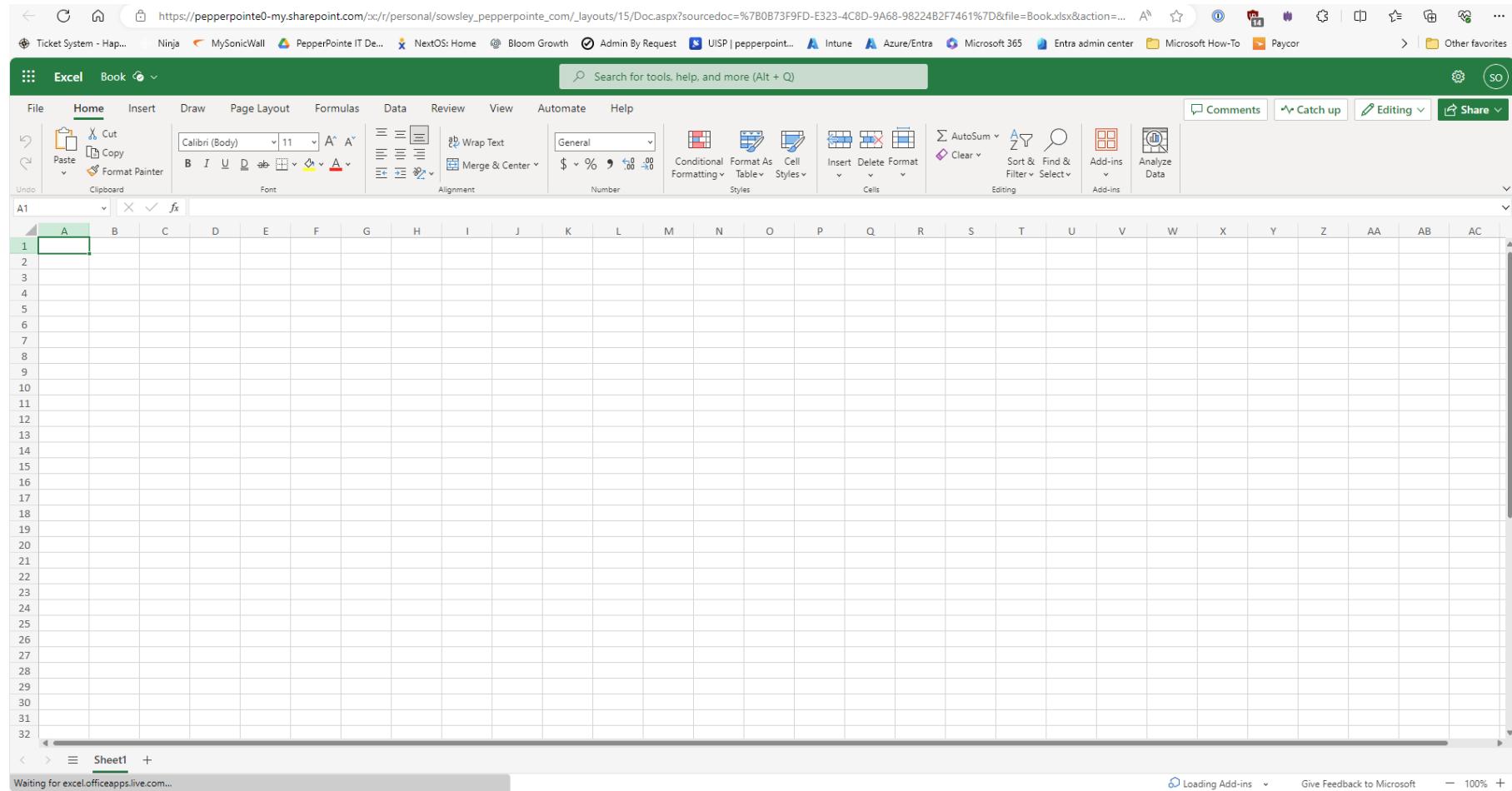
Don't ask me again.

[Learn more](#)

[Yes](#) [No](#)

Excel

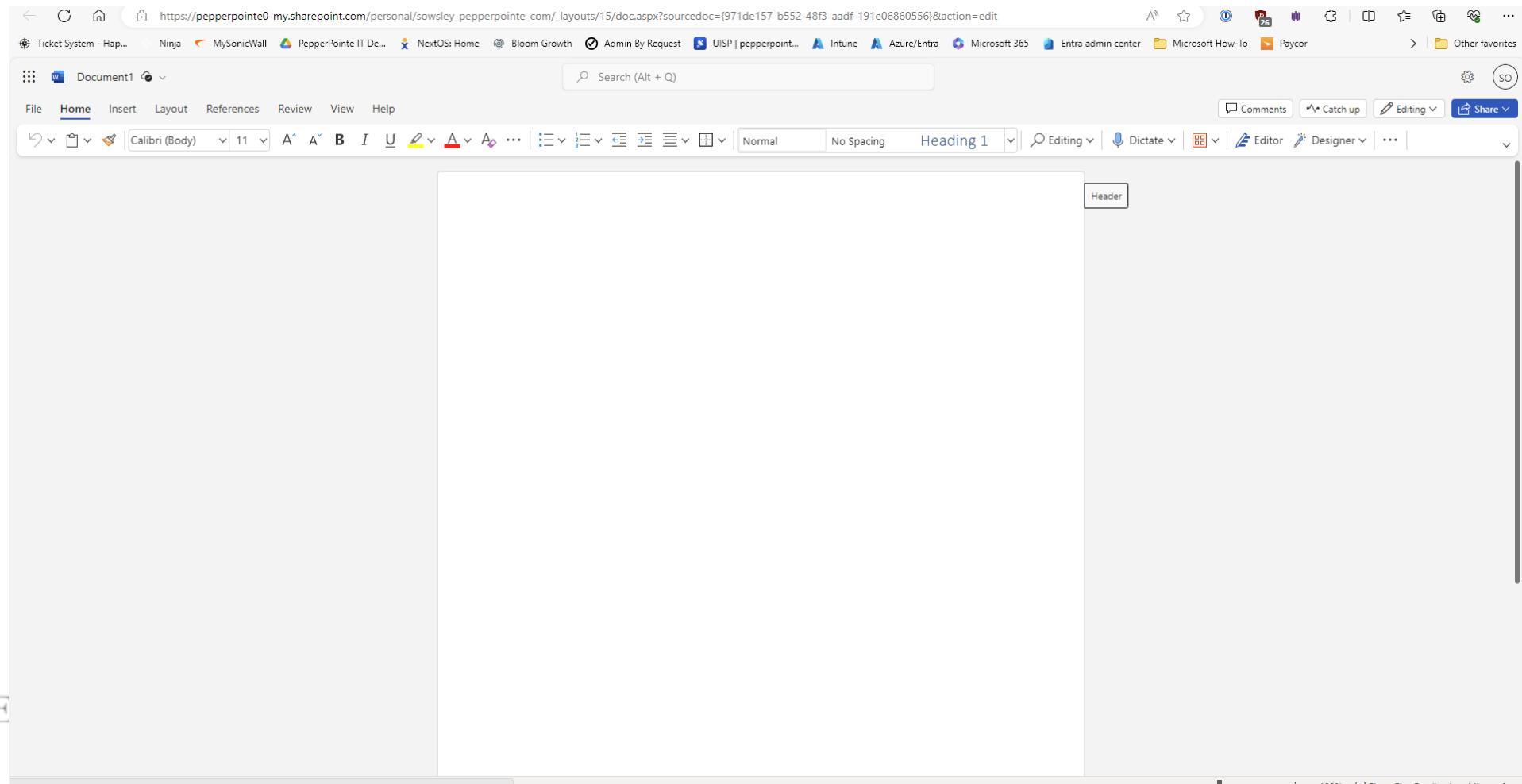
- Interface
 - Ribbon, workbook, worksheets
- Create, open, edit
- Save and autosave
- Data entry basics
 - Keyboard shortcuts
- Cell formatting
- Basic calculations
 - Formulas and Functions
- Adding and renaming worksheets
- Data
 - Sorting and filtering data
- Worksheet and workbook protection
- Saving in different formats
- Collaborative aspects
 - Comments
- Auto size columns and what to do if they see a series of #'s in a column



The screenshot shows the Microsoft Excel application window. The ribbon is visible at the top with tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Help. The Home tab is selected. The toolbar below the ribbon includes buttons for Cut, Copy, Paste, Format Painter, Font (Calibri, 11pt), Alignment (Wrap Text, Merge & Center), Number (General), Styles (Conditional Formatting, Format As Table, Cell Styles), Cells (Insert, Delete, Format, Clear, Sort & Filter, Find & Select, Add-Ins, Analyze Data), and a search bar for 'Search for tools, help, and more (Alt + Q)'. The main area is a blank worksheet with a grid of cells from A1 to AC32. The status bar at the bottom shows 'Waiting for excel.officeapps.live.com...' and other system information.

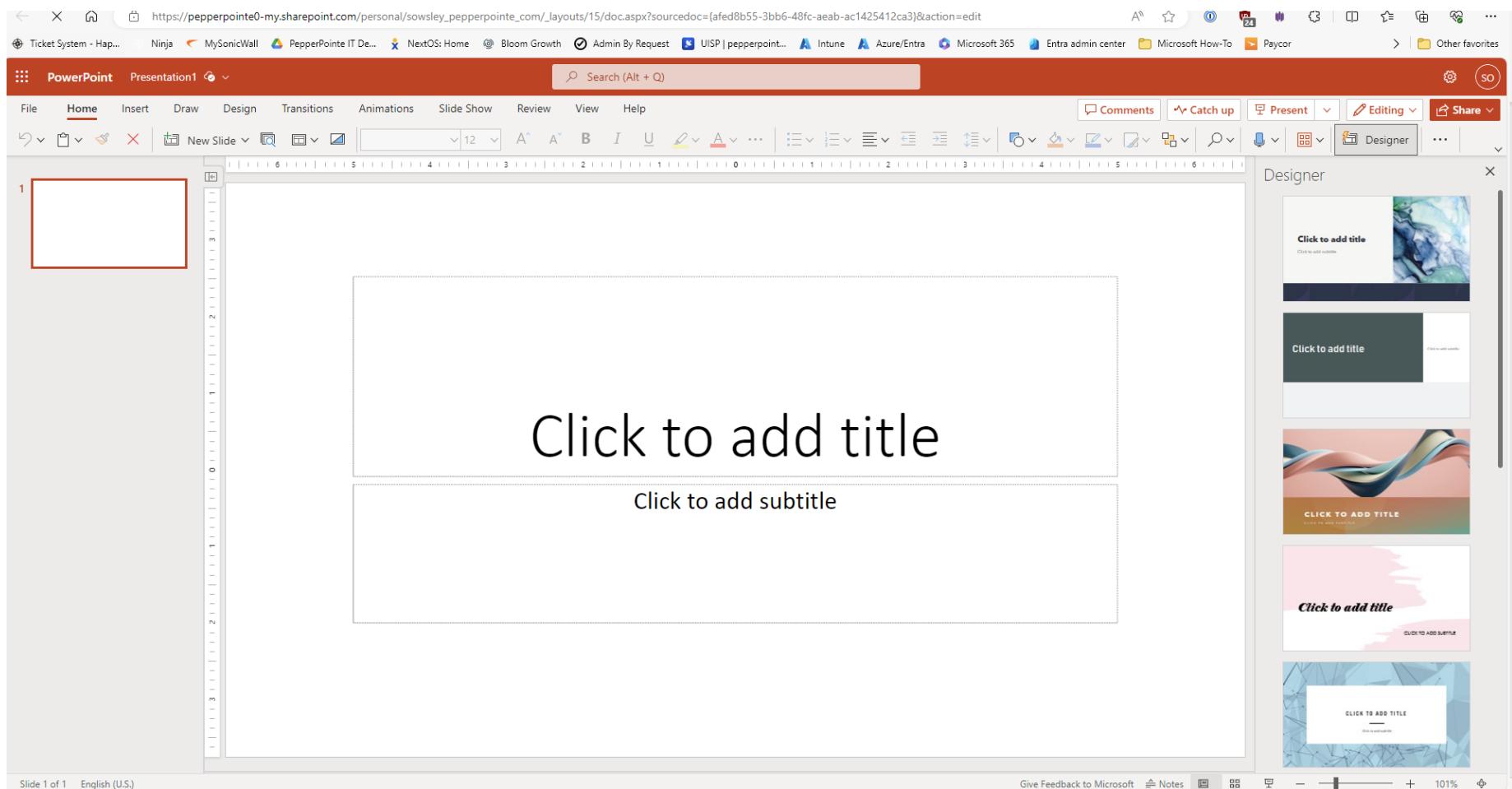
Word

- Interface and Ribbon.
- Create, Open, & Edit.
- Save vs. Auto Save.
- Formatting.
- Collaboration.
- Downloading.



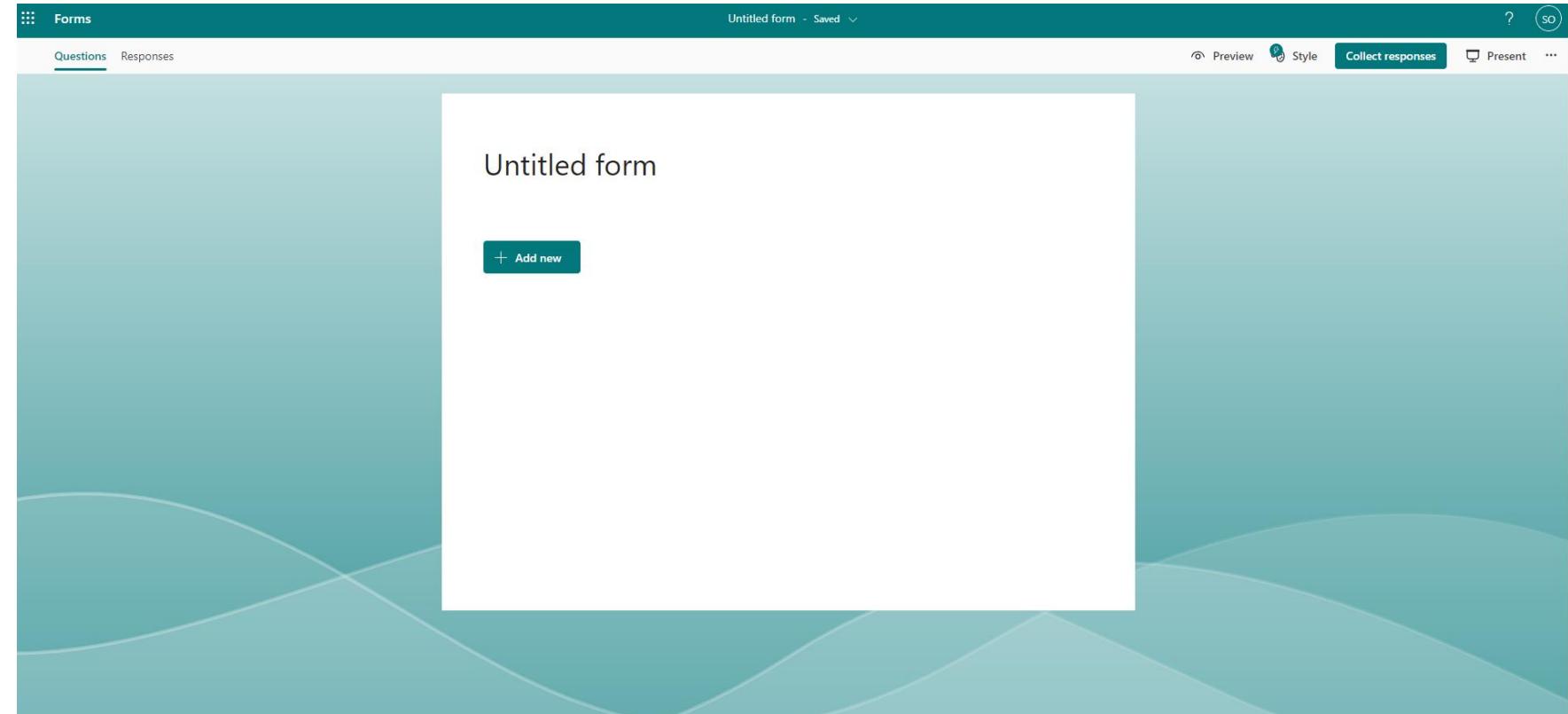
PowerPoint

- Interface
- Create
- Save vs. Auto Save
- Design
- Working with Media.
- Audio and Narration
- Slideshow and presenter view
- Saving and exporting presentations
- Save in different formats.



Forms

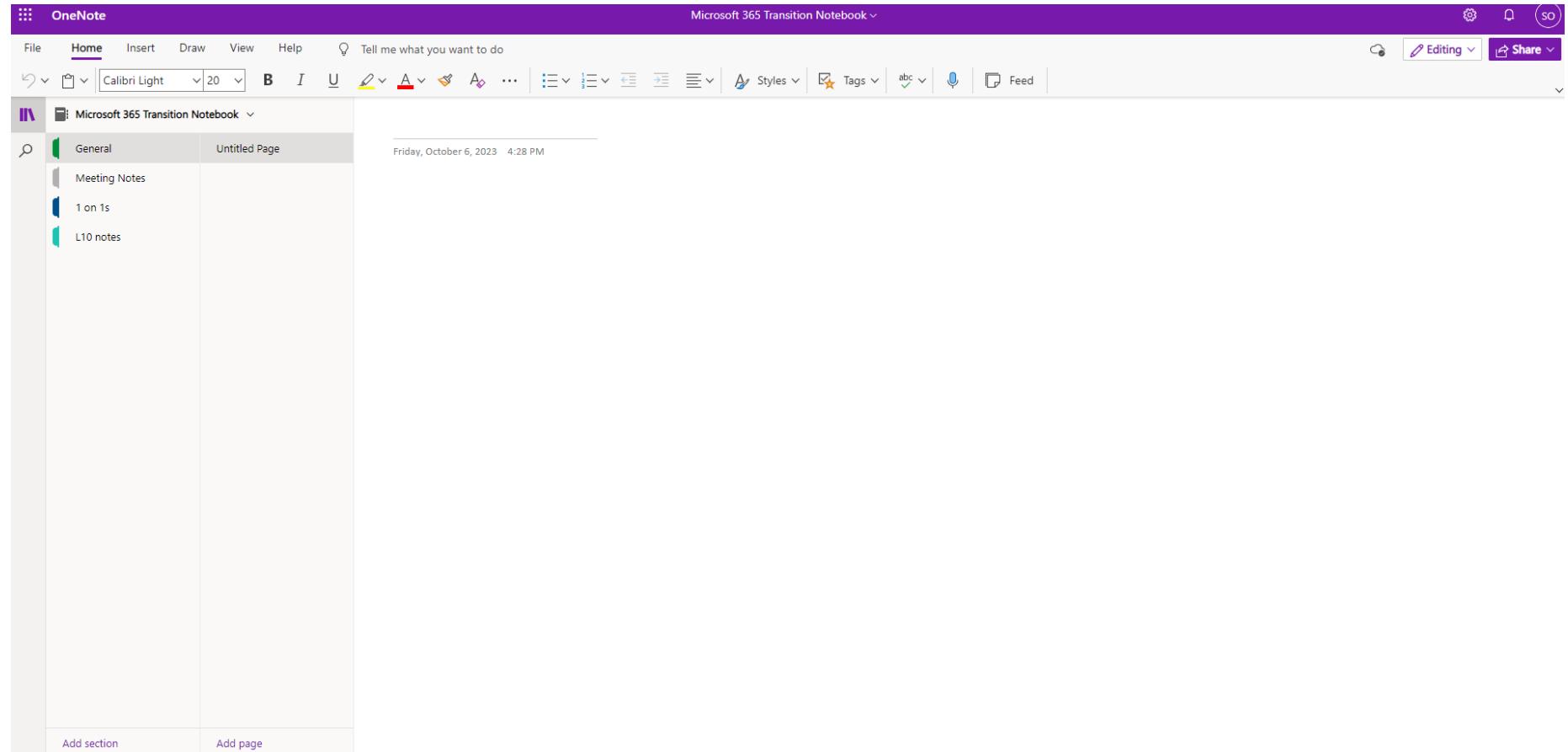
- A quick and easy way to send surveys and gather metrics to be integrated into other files.
- Google Form equivalent
- Mark questions required, branching/conditional logic
- Collect responses in excel and see visual representation of your responses



The screenshot shows a Google Forms interface. At the top, there is a dark blue header with the word 'Forms' and a grid icon. Below the header, there are two tabs: 'Questions' (which is underlined in blue) and 'Responses'. In the center, the title 'Untitled form' is displayed above a white rectangular area. Within this white area, there is a dark blue button with the text '+ Add new'. The background of the entire interface is a light teal color with abstract white wavy lines.

OneNote

- Creating a notebook.
- Creating pages
- Sharing
- Accessing from other apps.





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Resources

Help at your fingertips!



Key Resources and Additional Training

- [Microsoft 365 Learning Center](#)
- NuliaWorks- Coming Soon
- RapidScale Information- Coming Soon
- [SharePoint Site- Coming Soon](#)
- [Links to Guides- Coming Soon](#)
- [Helpdesk KB Articles](#)
- [Microsoft 365 First Setup](#)
- [Microsoft 365: The Basics](#)
- [Outlook on Windows Quick Start](#)
- [Outlook on Mac Quick Start](#)
- [Outlook Mobile Guides](#)
- [Outlook Web Guides](#)
- [Sharepoint Quick Start](#) (Sites will be created by IT)
- [Microsoft Teams Quick Start](#) (Specific Teams/Groups will be created by IT)
- [OneDrive Quick Start](#)
- [Word Quick Start](#)
- [Excel Quick Start](#)
- [PowerPoint Quick Start](#)
- [Planner Quick Start](#)

Thank you!
