



Online kursus – k72761

Microsoft Office 365 Collection

Title	Estimated Duration (hrs)
Excel Office 365 (Windows): Getting Started	0,40
Excel Office 365 (Windows): Creating & Saving Workbooks	1,20
Excel Office 365 (Windows): Inserting & Manipulating Data	1,10
Excel Office 365 (Windows): Formatting Data	0,90
Excel Office 365 (Windows): Illustrating Documents	0,57
Excel Office 365 (Windows): Basic Formulas	0,88
Excel Office 365 (Windows): Sharing & Collaborating on a Document	0,57
Excel Office 365: Custom & Conditional Formatting	0,90
Excel Office 365: Finding & Grouping Data	0,62
Excel Office 365: Sorting & Filtering Data	0,63
Excel Office 365: Referencing Data	0,79
Excel Office 365: Forecasting & Solving Problems	0,75
Excel Office 365: Creating Charts & Graphics	0,64
Excel Office 365: Working with Different Chart Styles	0,40
Excel Office 365: Working with Excel Tables	0,35
Excel Office 365: Inserting PivotTables	0,58
Excel Office 365: Working with Data in PivotTables	0,50
Excel Office 365: Using Conditional Formulas	0,67
Excel Office 365: Finding & Analyzing Information with Formulas	0,63
Excel Office 365: Configuring Options & Settings	0,55
Outlook Office 365 (Windows): Setting Up	0,50
Outlook Office 365 (Windows): Sending & Receiving Email	1,10
Outlook Office 365 (Windows): Illustrating Email	1,28
Outlook Office 365 (Windows): Contact Tools	0,97
Outlook Office 365 (Windows): Calendar Tools	1,17
Outlook Office 365 (Windows): Formatting Email Text	0,95
Outlook Office 365 (Windows): Designing & Shaping Email	0,80
Outlook Office 365 (Windows): Proofing Email	0,58
Outlook Office 365 (Windows): Tagging, Sorting & Filtering Email	0,80
Outlook Office 365 (Windows): Organizing Emails	0,80
Outlook Office 365 (Windows): Optimizing Workflows	0,83
Outlook for Office 365: Configuring the Client	0,67
PowerPoint Office 365 (Windows): Getting Started	0,45
PowerPoint Office 365 (Windows): Creating Presentations	0,92
PowerPoint Office 365 (Windows): Saving Presentations	1,20
PowerPoint Office 365 (Windows): Inserting & Manipulating Text	0,73
PowerPoint Office 365 (Windows): Formatting Presentations	0,67
PowerPoint Office 365 (windows): Enhancing Presentation Designs	0,80
PowerPoint Office 365 (Windows): Using Multimedia in Presentations	0,92
PowerPoint Office 365: Adding Data to Presentations	0,62
PowerPoint Office 365: Creating Graphics & Diagrams	0,67
PowerPoint Office 365 (Windows): Organizing Presentation Assets	0,45
PowerPoint Office 365: Sharing & Collaboration on a Presentation	0,52

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PowerPoint Office 365: Adding Animations	0,63
PowerPoint Office 365: Preparing & Delivering Slideshows	0,80
PowerPoint Office 365: Configuring PowerPoint	0,38
Word Office 365 (Windows): Opening & Setting Up	0,55
Word Office 365 (Windows): Creating, Opening & Saving Documents	1,02
Word for Office 365: Editing documents	1,17
Word Office 365 (Windows): Formatting documents	1,27
Word Office 365 (Windows): Using Find & Replace Tools	0,45
Word Office 365: Sharing & Collaborating on a Document	0,60
Word Office 365: Structuring Documents	0,52
Word Office 365: Shaping Documents	0,70
Word Office 365: Illustrating Documents	0,70
Word Office 365: Creating Graphics & Diagrams	0,53
Word Office 365: Adding Data & Calculations	0,57
Word Office 365: Using Table Tools	0,55
Word Office 365: Using Research Tools	0,55
Word Office 365: Creating Forms	0,30
Word Office 365: Creating Bulk Mailings	0,52
Word Office 365: Using the Publishing Tools	0,33
Word Office 365: Configuring the Application	0,53