

Mobileiron And Office 365

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description microsoft 365 is a comprehensive cloud based productivity and collaboration suite it is not just a collection of apps it is an integrated platform designed to empower individuals and organizations to work more efficiently and securely from anywhere this book is your comprehensive companion to understanding the microsoft 365 ecosystem built for professionals educators students and business users alike whether you are new to the platform or looking to sharpen your digital skills this book brings together everything you need to navigate and maximize microsoft 365 tools in one place it covers core applications like microsoft office applications microsoft teams outlook sharepoint and stream and discusses its advanced productivity with power apps and power automate it goes beyond the basics and explores how microsoft 365 empowers modern workflows with intelligent cloud computing concepts such as iaas paas and saas tailored for enterprise education and business environments by the end of this book you will be ready to lead a team manage a classroom build low code apps collaborate in real time with your team and automate everyday tasks this all in one guide will elevate your digital capabilities and help you stay future ready what you will learn basic and core concepts of microsoft 365 and its capabilities key features of microsoft office applications benefits of sharepoint and onedrive design low code and automate everyday applications design custom business applications with powerapps automate workflows with power automate and create interactive dashboards with power bi create manage and secure teams channels and meetings in microsoft teams design query and manage relational databases using microsoft access who this book is for this book is designed for anyone looking to explore microsoft 365 from foundational features to the powerful new capabilities brought in by copilot whether you are a working professional educator student or team leader this book will serve as a practical guide to help you work smarter collaborate more efficiently and stay ahead in today s digital workplace table of contents 1 overview of microsoft 365 and its deployment 2 managing

office 365 users and groups 3 office 365 tools and their functions 4 creating masterpiece documents with ms word 5 sorting and organizing data in microsoft excel 6 designing professional presentations with microsoft powerpoint 7 developing and administering database using microsoft access 8 transforming learning with microsoft teams 9 onedrive for business and sharepoint 10 microsoft forms outlook planner and yammer 11 onenote sway microsoft whiteboard and to do 12 microsoft power platform

microsoft 365 formerly known as office 365 offers many improved productivity features and services updated and revised exploring microsoft office is here to help packed with easy to follow step by step instructions illustrations photographs and video demos this guide offers specifics in downloading and installing the microsoft office suite getting started with office online using sway onedrive mail calendar using office apps on your ipad or android device constructing professional looking documents with microsoft word adding and using graphics photographs and clipart changing fonts creating tables graphs clipboard sorting and formatting text and mail merge creating presentations for your lessons lectures speeches or business presentations using powerpoint adding animations and effects to powerpoint slides using 3d and cinematic transitions to spice up your presentations using excel to create spreadsheets that analyse present and manipulate data creating excel charts graphs pivot tables functions and formulas the basics of microsoft access databases tables forms queries and sql keeping in touch with friends family and colleagues using outlook maintaining calendars and keeping appointments with outlook taking notes with onenote and more unlike other books and manuals that assume a computing background not possessed by beginners exploring microsoft office tackles the fundamentals of microsoft office so that everyone from students to senior citizens to home users pressed for time can understand so if you re looking for an office manual a visual book simplified tutorial dummies guide or reference exploring microsoft office will help you maximize the potential of microsoft office to increase your productivity and help you take advantage of the digital revolution

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