## **IT/Computer Institute**

## **Microsoft Office: Comparing Office 365 and Office Online**

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This course is designed to compare the products available under the Microsoft Office banner, including the subscriptions and free options available through Microsoft Office 365 and Microsoft Office Online.

- Recap the traditional purchasing model for Microsoft Office
- Explore the offerings of Microsoft Office 365
- Explore the offerings of Microsoft Office Online
- Learn how to use Microsoft Office Online with OneDrive
- Understand Microsoft Link + Sharepoint

Prerequisites: Prior experience with Microsoft Windows

Cost: <u>\$29.00 per person</u> (2 hour class) Class Materials Included

For additional information, please contact Sarah Maguire (863) 669-2952 or <u>smaguire@polk.edu</u>



## POLK STATE Corporate College

Clear Springs Advanced Technology Center 310 Technology Drive, Bartow, FL 33830

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