



Microsoft Online Services Students & Staff

Mohammed Shukur

Office 365

is a suite of cloud-based productivity and collaboration applications that integrates all Microsoft's existing online applications (Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Sway, and Access) into a cloud service, adding Skype for Business and Microsoft Teams as the main communication and collaboration applications. Enterprises of all sizes are finding Office 365 collaboration to be increasingly popular due to its ability to drive productivity, ROI and corporate success.



FEATURES

BENEFITS

Office 365 Features and Benefits

Mobile Apps

Connect Via Skype

Avoid Email Attachments

Create Outlook Calendar Events Easily

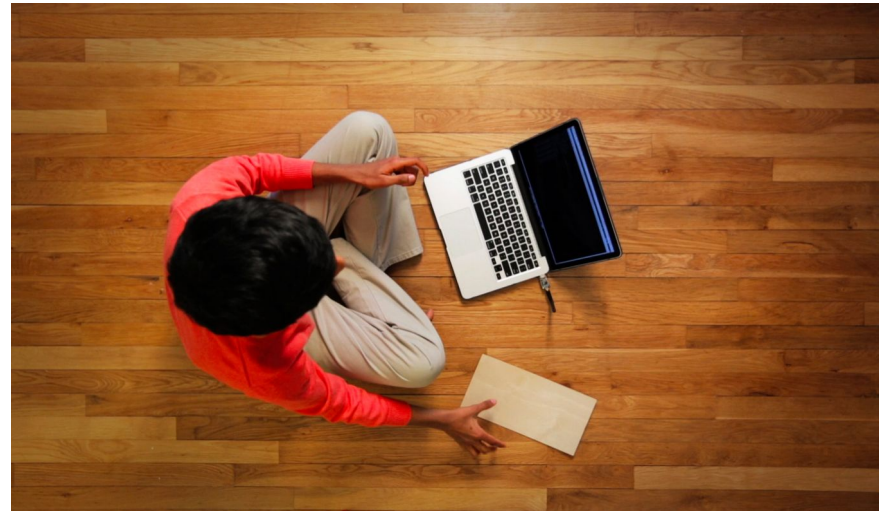
PowerPoint Laser Pointer

PDF Conversion & Editing

Quick Email Reply

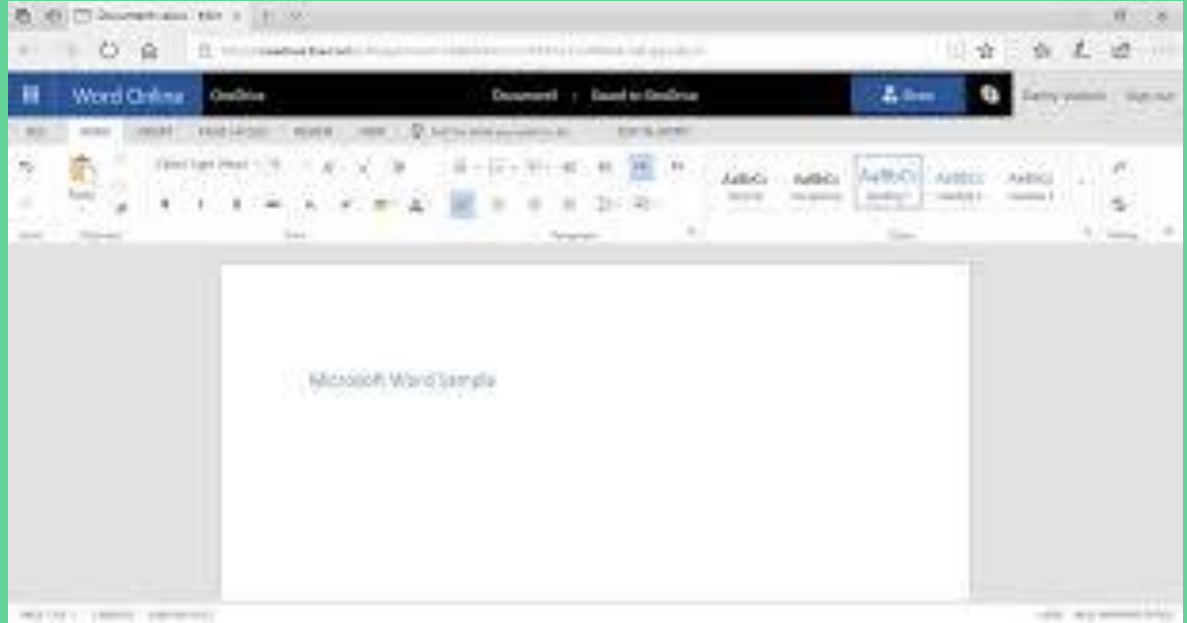
Office 365 Planner

Self-Cleaning Smart Inbox





Word



Lets check it

<https://www.office.com/launch/word?auth=2>



Forms

A screenshot of the Microsoft Forms design interface. The interface is split into two tabs: 'Questions' (active) and 'Responses'. The 'Questions' tab shows a question editor for a text question: '(What is your name) *'. Below the question text is a text input field with the placeholder 'Enter your answer'. Below the input field is a list of options for a multiple-choice question: '100 - Beginner', '200 - Novice', '300 - Intermediate', and '400 - Expert'. There are also buttons for '+ Add option' and '+ Add "Other" option'. At the bottom of the question editor, there are two toggle switches: 'Shuffle answers' and 'Required', both of which are currently turned on. A green '+ Add question' button is located at the bottom left of the question editor. The 'Responses' tab is currently empty.

Lets check it

<https://forms.office.com/Pages/DesignPage.aspx>

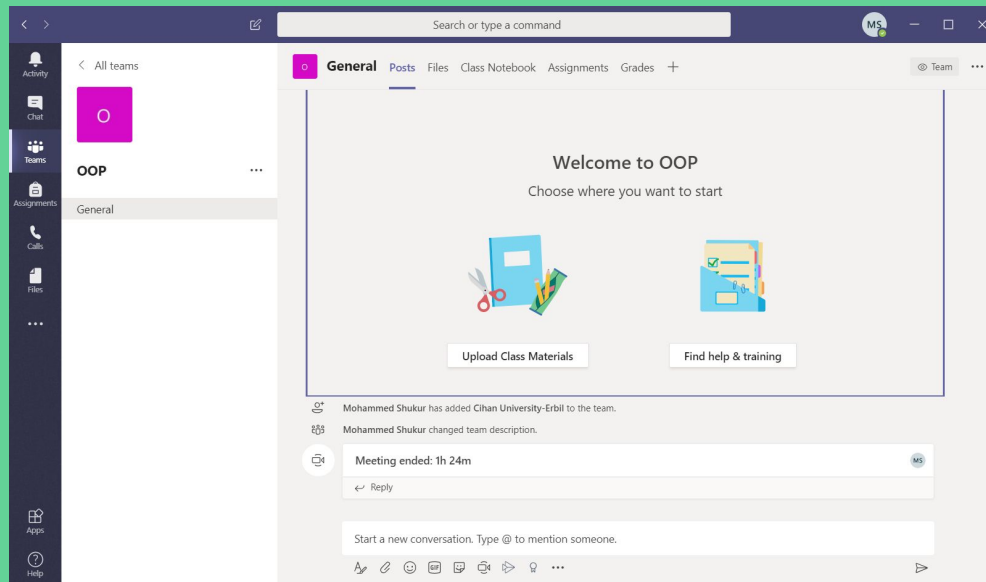


Sway



Lets check it

<https://www.office.com/launch/sway?auth=2>



Lets check it

Thanks

