

Computer Skills Webinar

December 3, 2024 via WEBINAR

INSTRUCTOR

Neil Malek, Knack Training

WEBINAR PROGRAM

8:30–10 a.m.

REGISTRATION

Cost: ½ Skill Builder credit per cooperative. The fee covers as many employees as you wish to attend.

We are offering this training to each co-op with unlimited attendees. BUT, we have a limit of 50 webinar connections, so recommend if your co-op has a group of two or more to watch the webinar together as a group. Register ALL attendees online so we have record of all attendees.

Register online at:

http://www.weca.coop/calendar_list.asp

REGISTRATION DEADLINE

Wednesday, November 27

FOR MORE INFORMATION

Contact Wendy Fassbind at (608) 467-4589 or wendy@weca.coop



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Computer Skills

Understanding Microsoft 365

Microsoft 365 is the suite of productivity applications available in the cloud. There are many programs under this umbrella, so it can often be confusing to determine which program to use, and how. In this session, we will outline the full Microsoft 365 suite, and illustrate how to best use and understand the programs.

Topics include:

- Understanding Microsoft 365 Groups and OneDrive
- Comparing Teams, SharePoint, and OneDrive
- Working with files in Microsoft 365
- Integrating task management with existing groups

Note: In 2025, we will be covering topics related to other Microsoft products as well as a more in depth look at Microsoft Teams.

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Thank you to our program sponsors!

