WBT DIGITAL WORKPLACE 2016

PRODUCT INFORMATION



This topical WBT collects together Office 2016 use cases relating to the digital workplace. Users learn how to use the new applications effec-tively in order to digitally organize their own work and their collaboration with others independent of time and place.

PARAMETERS

Version	2.5
Duration	3:25 h
Release	13.10.2017



TABLE OF CONTENTS

PREPARING THE DIGITAL WORKSPACE Configuring quick access to SharePoint and OneDrive for Business Synchronization of OneDrive for Business and SharePoint Creating a notebook on OneDrive for Business Editing your own digital identity **WORKING WITH ONEDRIVE FOR BUSINESS** Structuring OneDrive for Business Adding documents Sharing documents **Editing documents** Deleting documents from OneDrive for Business **WORKING WITH DIGITAL NOTES** Creating notes in OneNote Creating digital notes from Outlook Creating a note in PowerPoint Notes in websites



VIRTUAL CONTACT

Managing contacts
Managing availability and location
Ad hoc communication: Chat
Ad hoc communication: Telephony

