E-LEARNING - SKYPE FOR BUSINESS - OFFICE 365

PRODUCT INFORMATION

Skype for Business is a multifaceted tool that simplifies collaboration and communication. You can use Skype for Business for making telephone calls, chatting by instant message, exchanging files and holding your online meetings. Thanks to the integration with Office software, you can use Skype for Business across programs.

PARAMETERS

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# TABLE OF CONTENTS

## PRETEST

### BASIC WORK

- First steps
- Finding people and adding contacts
- Chat, calls and email
- Chapter test

### VIRTUAL MEETINGS

- Planning conferences
- Holding an online meeting
- The whiteboard
- Polls
- Chapter test

### SPECIAL KNOWLEDGE

- Sharing the screen and editing together
- Taking or giving control
- Chapter test

## FINAL TEST

15 Questions