The image shows a close-up of two laptops on a desk. The laptop in the foreground is open and displays a dashboard with several blue and white cards and charts. To its right is a white coffee cup with a black lid. The background is slightly blurred, showing a person's arm in a blue shirt and another person's torso in a grey sweater. The overall scene suggests a professional or educational setting.

Microsoft 365 – Digital Learning Experience

Jasmine Thanglung, Education Expert

June 3, 2020

Are you Digital Ready?

“Technology is increasingly seen as a crucial enabler for new strategic capabilities in higher education institutions, and CIOs are being asked to identify and implement game-changing technology.”

-Gartner Report, 2017



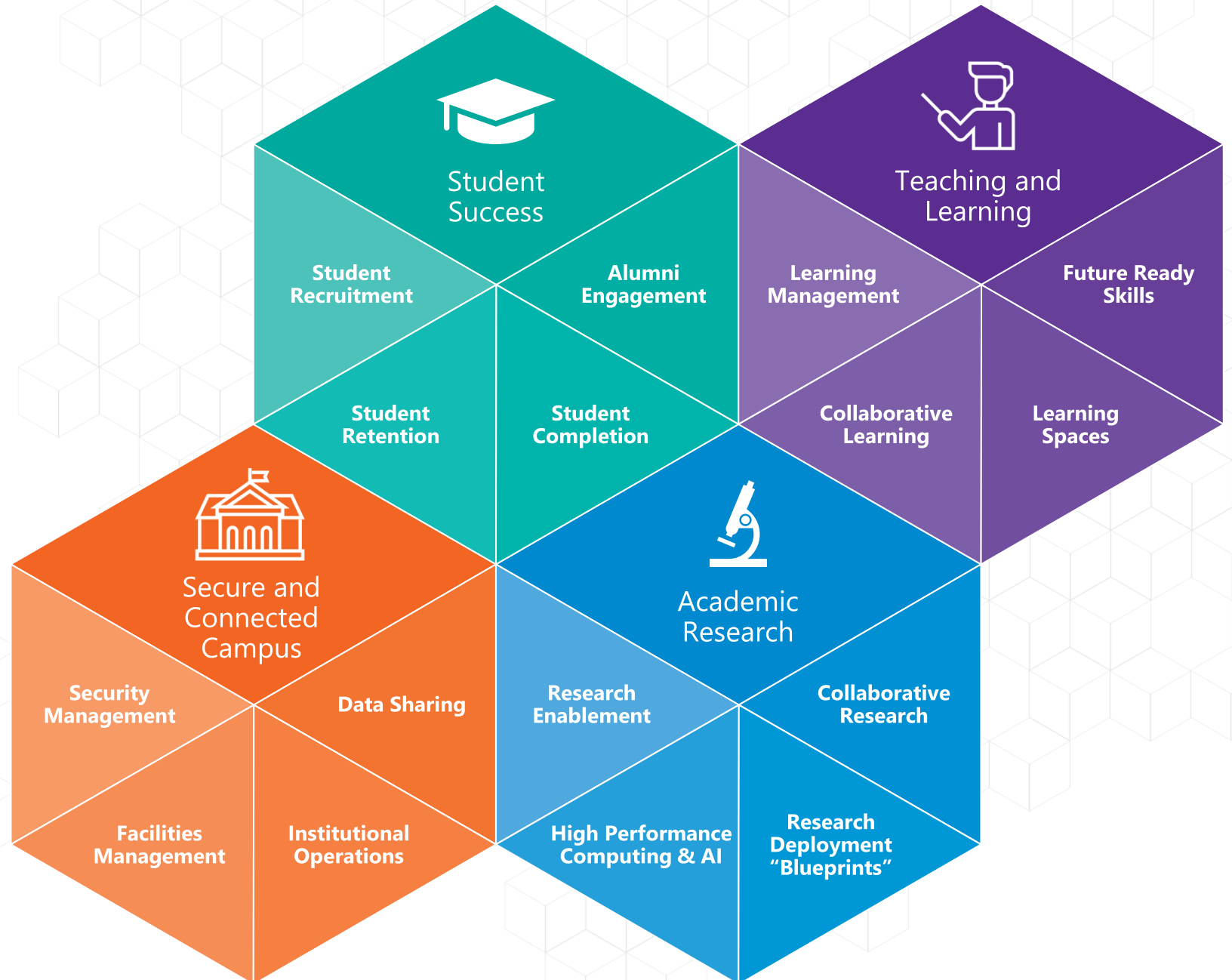
Agenda

- Using Excel
- New features in Word
- Navigating Microsoft Office 365
- Additional resources!

Education Transformation Framework

The Microsoft Education Transformation Framework provides practical advice to develop a strategy for digital transformation; supporting new approaches to:

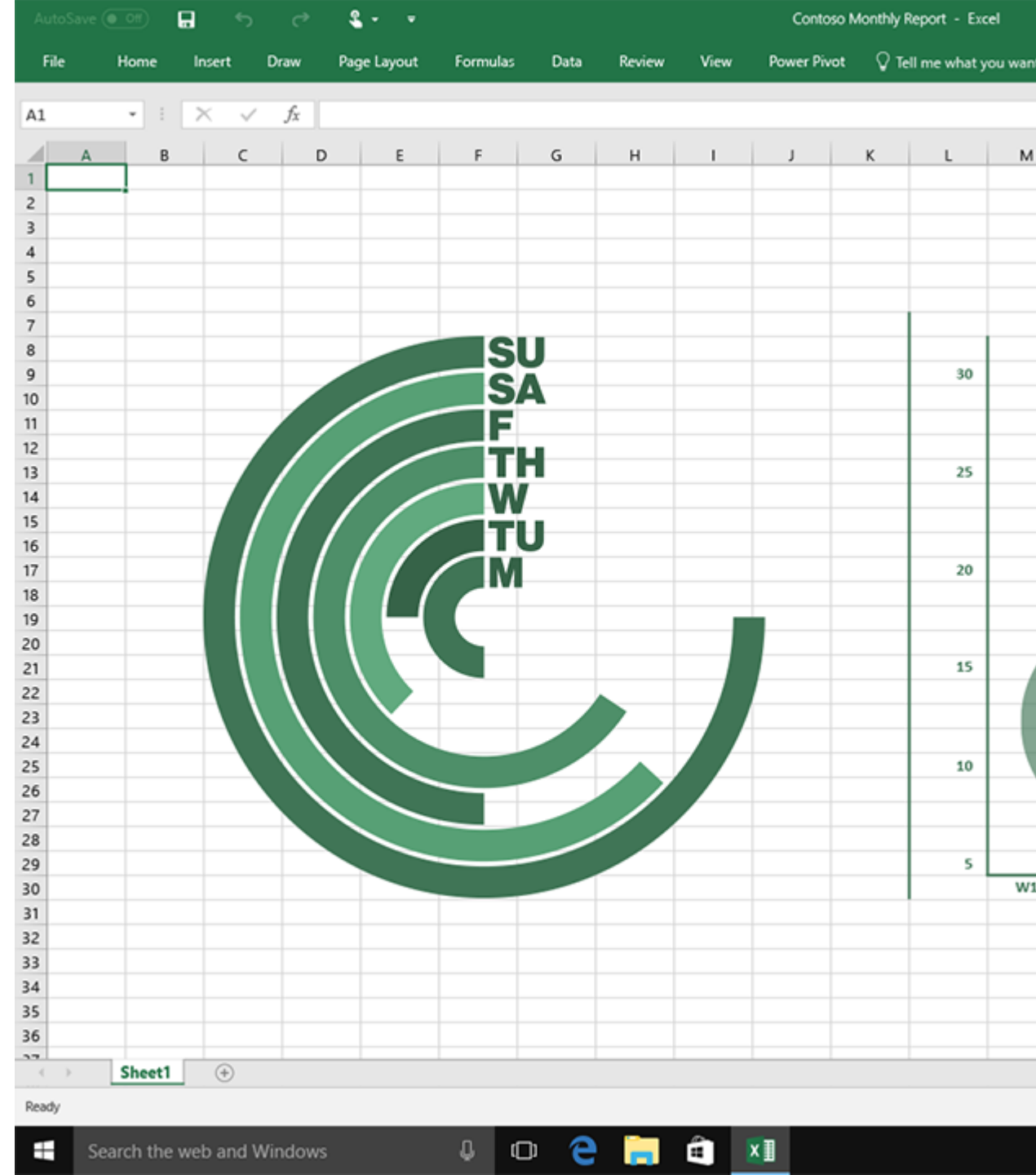
- Manage student success and lifecycle
- Modernize teaching and learning
- Empower research
- Provide efficient and effective physical and digital infrastructure



Microsoft Excel Online

With Excel on your PC, Mac, or mobile device, you can:

- Streamline data entry with AutoFill.
- Utilize Forms and receive in real time data
- Share your work from within Excel, using OneDrive.
- Edit spreadsheets with others, wherever they are.

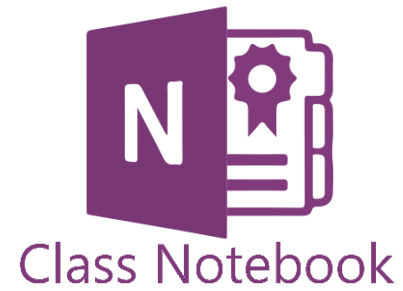


Microsoft Word Online

With Word on your PC, Mac, or mobile device, you can:

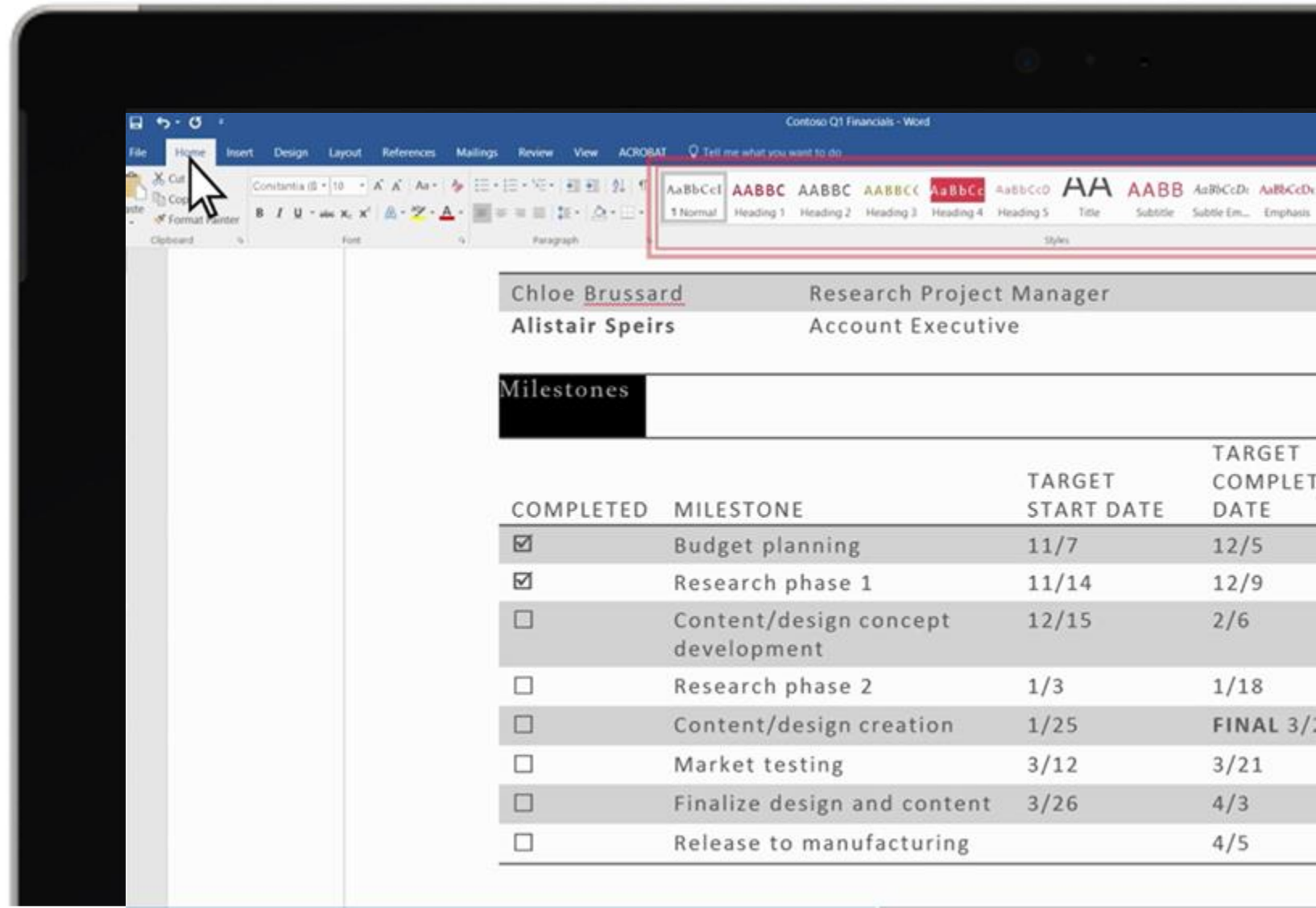
- Create documents from scratch, or a template.
- Add text, images, art, and videos.
- Save to OneDrive, to get to your documents from your computer, tablet, or phone.
- Share your documents, and work with others.

The screenshot shows the Microsoft Word Online interface with the 'Draw' tab selected in the ribbon. The ribbon includes options like 'Select', 'Draw with Touch', 'Eraser', 'Pens' (with various pen colors and styles), 'Add Pen', 'Ink Editor', 'Convert to Shapes', 'Ink to Math', and 'Ink Replay'. The main content area displays a resume for Aimee Owens. The resume header includes the name 'AIMEE OWENS', location 'Greater Seattle Area', phone number '425 555 0199', and contact information 'aimee.owens25@outlook.com', 'linkedin.com/in/aimee-owens25', and '@aimeeowens'. The resume body contains a summary: 'Engaged, detail-oriented candidate in a senior brand management position seeks to service brand with a legacy of quality and performance in the marketplace.' The 'EXPERIENCE' section lists two roles: 'SENIOR BRAND MANAGER, CONTOSO – BELLEVUE WA' (JAN '15 – PRESENT) and 'BRAND MANAGER, FIRST UP CONSULTANTS – SEATTLE WA' (SEPT '12 – JAN '15). Handwritten blue annotations include 'Update Experience' with an arrow pointing to the first role, 'AUG '12' next to the second role, and 'Ask for a reference' with an arrow pointing to the company name 'FIRST UP CONSULTANTS'. The status bar at the bottom shows 'Page 1 of 1', '205 words', and a search bar.

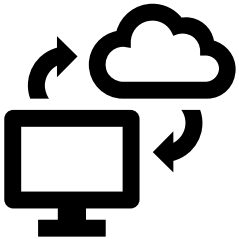
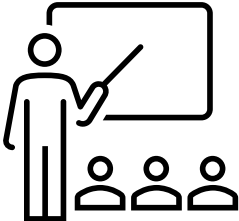


Accessibility features in Microsoft 365

- Immersive Reader
- Dictate Office 365 Online
- Rehearse with Coach
- Subtitles
- Office Lens



Microsoft Office 365 for Education



A screenshot of the Microsoft Office 365 Education home page. The interface features a top navigation bar with the 'Office 365' logo, a search bar, and user profile information. Below the navigation bar, a 'Good evening' greeting is displayed. A central grid of application tiles includes 'Start new', 'Outlook', 'OneDrive', 'Word', 'Excel', 'PowerPoint', 'OneNote', 'SharePoint', 'Teams', 'Class Notebook', and 'Sway'. A second row of tiles includes 'Forms', 'Admin', 'Whiteboard', 'Stream', and 'All apps'. Below the application grid, a 'Recommended' section shows a document titled 'Demo Document - Physical Science' with a preview of text. At the bottom, there are tabs for 'Recent', 'Pinned', 'Shared with me', and 'Discover', along with 'Upload and open...' and 'Feedback' buttons.

Continued Support Plan

Microsoft services include events, training, and partner support throughout the year



Events

Class Trips: Choose small group, interactive workshops, and/or engaging and exploratory tech adventures

Job Shadows: Interview our staff and discover what it's like to test out the latest gadgets

STEM and YouthSpark workshops

Summer Camps: Focused on games and 3D design

Minecraft Build Challenges



Educator Training

Microsoft Innovative Educator (MIE) training and certifications

In-depth 1:1 personal training to discover how Microsoft can help you reach your classroom goals

Guided on- and off-site training sessions to integrate technology into curriculum



Community Partner

Programming and Events: 2,300 hours of educational programming

Partnerships: Access our complete Microsoft Partner Network including subject matter experts

Philanthropy: Our GIVE program helps organizations around the globe

Microsoft Virtual Trainings

Register for a virtual workshop or training

Filter Events Clear Filters

Select a filter type ▾

Tuesday, May 12, 2020

1:30 PM **Virtual Workshop - Unlock your potential with Surface and Windows**
Learn how to get the most out of your new Surface device and Windows 10 in this free one-hour virtual workshop. Get started with basics Wi...
[See more event details >](#)

4:00 PM **Virtual Minecraft Build Challenge**
Players will put their creativity, Minecraft knowledge and skills to the test in this fun 60-minute virtual event. Attendees will be given topics alo...
[See more event details >](#)

Wednesday, May 13, 2020

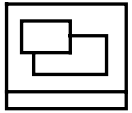
11:00 AM **Virtual Workshop: Empower your small business with Microsoft Teams, the hub for teamwork**
This free workshop introduces you to Teams, the hub for teamwork from Microsoft 365. Gain new skills, network with fellow entrepreneurs and...
[See more event details >](#)

1:00 PM **Virtual Workshop for Students - Code your own video game with MakeCode Arcade for EXP Students (Private Event)**
In this virtual two day workshop series, students eight and older use block-based coding to create a video game with MakeCode Arcade. Stude...
[See more event details >](#)

Visit our website and RSVP! -
Microsoft.com/Cerritos

Ask us about Virtual Graduation! Submit your request at aka.ms/msftgradrequest

Support for educators



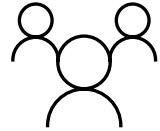
Office Edu Support

[Support.office.com/education](https://support.office.com/education)

Teacher friendly end user support

Videos, screen grabs, visual guidance

Student help center



Microsoft Education Community

[Education.microsoft.com](https://education.microsoft.com)

Best practices from the educator community

Getting started guides on Teams based on user

Microsoft Innovative Educator training



Thank you!

Join our free virtual workshops - Microsoft.com/Cerritos

Jasmine Thanglung, Education Expert
Jasmine.Thanglung@microsoft.com

