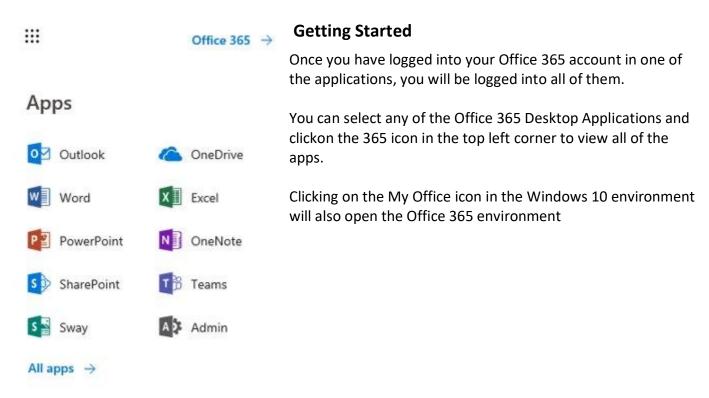# ILLINOIS VALLEY COMMUNITY COLLEGE

Center for Excellence in Teaching, Learning, and Assessment (CETLA)

Transitioning to Office 365

Office 365 – Features

- The Office 365 applications include the standard Office products, (Word, Excel, PowerPoint, OneNote and Outlook)
- Cloud based Apps for Word, Excel, PowerPoint and Access that allow use of these applications without the need to install the software to a hard drive.
- Cloud Storage via One Drive
- Option to share documents from One Drive.
- New tools like OneDrive, Team, and Sharepoint are used for collaboration.
- Sway is a new presentation tool with a fresh graphic look, that has a much more modern look than PowerPoint
- Forms is a polling quiz creation application similar to Google forms but with more options for themes and templates and the seamless integration with Excel for analyzing the collected data

Office 365 →

Apps

Outlook	OneDrive
Word	Excel
PowerPoint	OneNote
SharePoint	Teams
Sway	Admin

All apps →

Getting Started

Once you have logged into your Office 365 account in one of the applications, you will be logged into all of them.

You can select any of the Office 365 Desktop Applications and clickon the 365 icon in the top left corner to view all of the apps.

Clicking on the My Office icon in the Windows 10 environment will also open the Office 365 environment

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CETLA

Center for Excellence in Teaching, Learning, and Assessment

CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.