

Standard Teams Training

Friday, May 29, 2015

Adobe PDF

1. Adobe/Acrobat Menu available in all Microsoft Office Suite (Outlook, Word, Excel)
 - In Word and Excel, create PDF by clicking on 'Acrobat' menu
 - In Outlook, create PDF by selecting email(s), and clicking on 'Adobe PDF' menu
 - i. Multiple email PDF: Selecting multiple emails to convert to PDF
 - ii. Append to PDF
-
-
-

2. Creating new PDF and appending existing PDF
 - In Windows explorer, PDF menu is accessed by right clicking on files
-
-
-

3. Thumbnails View
 - Use for removing, adding, changing order of pages
 - drag/drop method for adding files
-
-
-

4. Adobe PDF printer: Use if program does not have PDF options (eg. Internet Explorer)
-
-
-

5. Scanned PDFs
 - Scanner may scan document as an image; depends on how scanner/copier is setup
 - Text Recognition
 - Benefits of having text recognition
-
-
-

Evidence Gathering

1. Where to search for evidence
 - Website search engine
 - Outlook Email
 - Agendas and Minutes
 - Internet search engines

2. Search techniques – Narrow down your search with key words and phrases
 - Surrounding phrase in quotes (eg. “Mission Statement”)
 - Logical Operators: AND, OR, NOT
 - Additional options in Outlook toolbar
 - More advanced searches: <https://goo.gl/L4ojVc>

Office 365

1. How to Access

- Open browser to <http://portal.office.com>
 - Logging on using lamission.edu email address for username and your same password
 - i. Microsoft Account vs Organization Account
 - Instructions at <http://www.lamission.edu/it/officeonline.aspx>
-
-
-

2. OneDrive

- Compared to Sharepoint
 - Working with Folders
 - i. Click 'New' and choose 'Folder'
 - ii. Navigating folders
 - How to upload documents – 3 Methods:
 - i. Click 'Upload' command
 - ii. Drag/drop document(s) and folder(s)
 - iii. OneDrive Client (Sync Command)
 - How to Create, Open and Edit documents
 - i. 'New' command
 - ii. Click directly on name of document to open in View Mode
 - iii. Edit with online app vs full app
-
-
-
-

3. Sharing Documents/Folders

- Methods of sharing
 - i. Select folder/document and click 'Share' command
 - ii. Select folder/document and click 'More', 'Share'
 - iii. Click on dots to the right of folder/document
 - Who to give access to:
 - i. Name: Last name first
 - ii. Email address of person
 - iii. Group (not suggested)
 - Giving access to folders
-
-

4. More

- Use for Rename, Delete, Move, Copy and Download
 - i. Download not available on folders
 - ii. Can also right click on folder/document name
 - Version History
-
-
-

5. Precautions

- No Backups
 - Recycling Bin
-
-
-
-