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Welcome to the course

Entry-level: Get started with Microsoft 365**Entry-level: Office 365 Applications****Entry-level: Office 365 Services**

✓ **Video:** Optional:
Introduction to
Microsoft Teams
3 min

✓ **Video:** Introduction to
OneDrive
2 min

✓ **Reading:** Optional:
Introduction to
Microsoft SharePoint
10 min

📖 **Reading:** Exercise:
Exploring Microsoft
Services
10 min

📋 **Practice Assignment:**
Knowledge check: Office
365 Services
15 min

Entry-level: Get started with OneDrive

Work Smarter with Microsoft Word > Module 1 > Exercise: Exploring Microsoft Services

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Exercise: Exploring Microsoft Services

Note: You can pass this course and all graded assessments without access to the downloadable version of Microsoft 365.

How to complete this exercise

To complete the exercises in this course, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

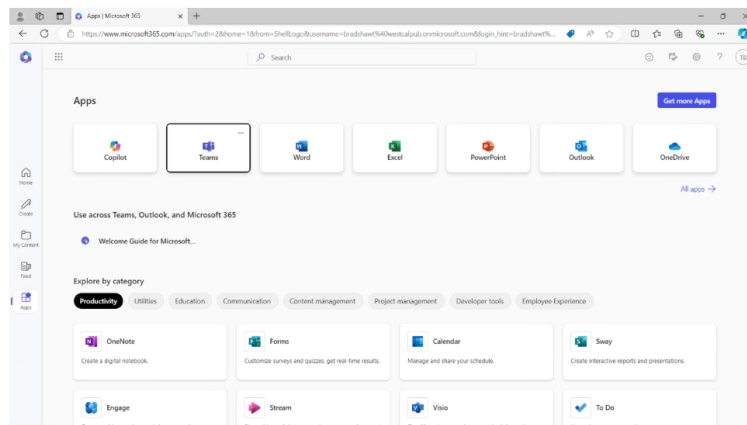
Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

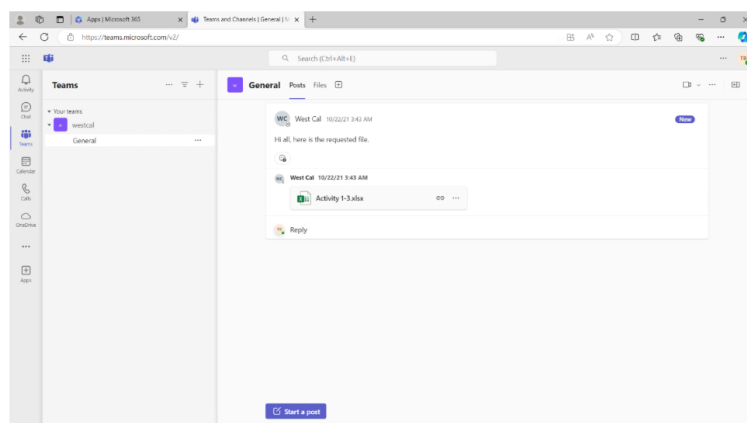
Let's get started!

In this exercise, you will explore and navigate basic Microsoft Services.

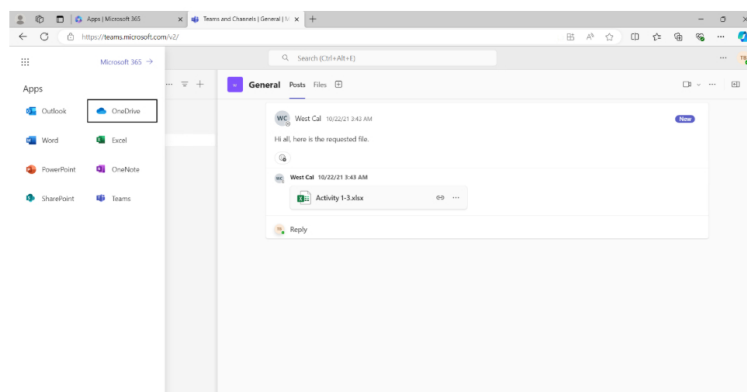
1. From the currently open landing page, click the **Teams** tile:



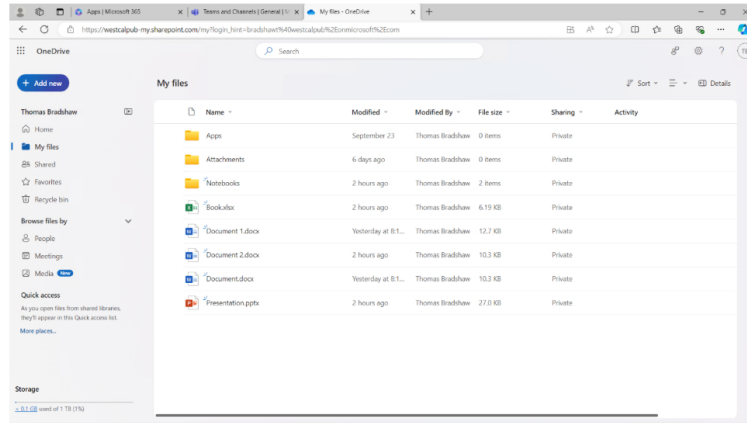
2. The Microsoft Teams window will be opened in a new tab. Explore different components of Teams Online:



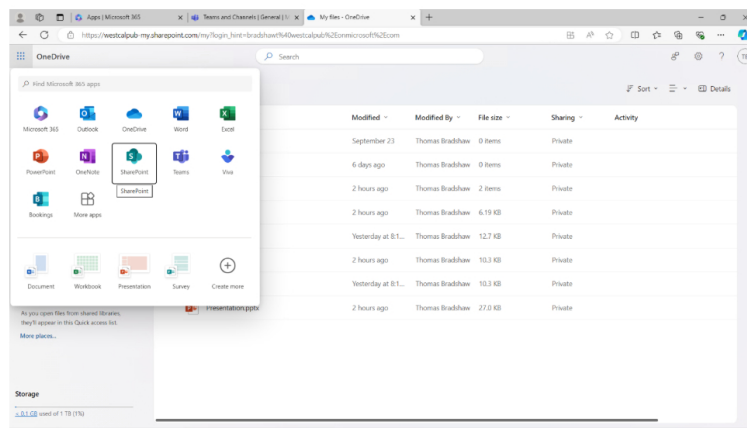
3. Open the **App launcher** and click **OneDrive** to open:



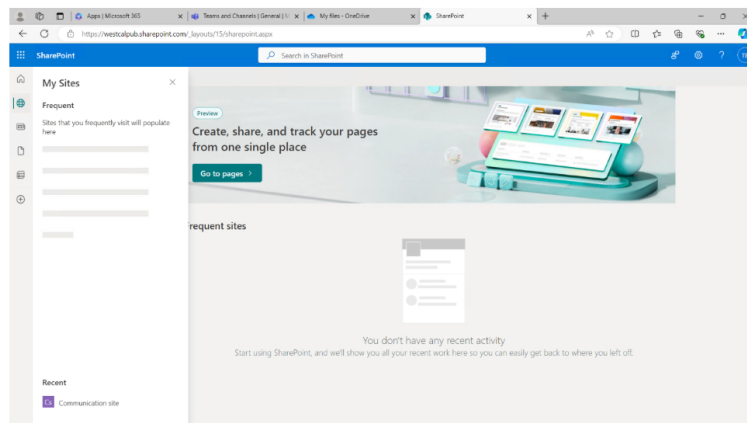
4. OneDrive will be opened in a new tab. Navigate different components of OneDrive Online:



5. Open the **App launcher** and click **SharePoint** to open:



6. The SharePoint window will be opened. Explore different components of SharePoint:



7. Close all the opened tabs and sign out of Microsoft 365 in your browser. Close your browser window to complete this exercise.

Mark as completed