

To access your LearnKey courseware, go to [www.gmetrix.net](http://www.gmetrix.net)

When preparing for the Microsoft Office 365 Apps certifications, many of the capabilities and tools are not available in the online version.

If you are utilizing a device that only has access to Microsoft 365 Online, we have outlined below what can be completed in the LearnKey Microsoft Office 365 Apps **Word**, **PowerPoint**, and **Excel** courses.

1. Review the Glossary (Key terms and definitions)
2. Watch Video Training
3. Complete **In-Browser Labs** (Follow the on-screen instructions to use the labs that are available for your e-learning device)
4. Student Workbook Activities/Support Files (Refer to the Microsoft 365 Online Lesson Plan located in support files download)
5. Take the **In-Browser Post-Assessment** (Determine knowledge gained with a passing score = 80% or higher)
6. Review Activity/Scores/Study Guide

## Best Practices

Student Guide

for

Microsoft Office 365 Online

The screenshot displays the Gmetrix LearnKey interface for the course 'Word 365 Apps (MO-110)'. The left navigation pane lists several items, each with a numbered callout: 'Word 365 Apps Glossary' (1), 'Word 365 Apps Workbook' (4), 'Word 365 Apps Support Files' (4), 'Domain 1: Manage Documents' (expanded), 'Lesson 1 - Navigate Within Documents' (expanded), 'Lesson 1 - Navigate Within Documents Video' (2), 'Lesson 1 Fill in the Blanks', 'Lesson 1 Practice Labs' (3), 'Lesson 2 - Format Documents', 'Lesson 3 - Save and Share Documents and Inspect Documents for Issues', 'Domain 1 Glossary', and 'Domain 1 Post-Assessment' (5). The main content area is titled 'Lesson 1 Practice' and includes the LearnKey logo, a '6' in a circle, and a 'View Activity Report' button. A 'Select a Test' dialog box is open, showing two test options: 'Word 365 Apps Domain 1 Lesson 1 In-Browser Practice Labs' (highlighted with a red box) and 'Word 365 Apps Domain 1 Lesson 1 In-App Practice Labs (SMS Required)'. A 'Select' button is located at the bottom right of the dialog.