

Office 365

Exchange Online

- Flexible migration and deployment options
- Increased security with Exchange Online Protection & Data Loss Prevention
- Simplified compliance through In-Place Hold & eDiscovery
- 50 GB mailbox and unlimited personal archive

SharePoint Online

- Manage, collaborate and share documents
- OneDrive for Business to manage and share documents
- Share docs securely with Extranet Sites
- Access documents offline
- Role and doc-level permissions
- Simplified compliance through In-Place Hold & eDiscovery

Skype for Business

- Multiparty HD video and content sharing
- IM & presence across firewalls
- Mobile client experiences designed for devices
- GAL search with contact card
- Federation with Skype

yammer

- Enterprise social for your organization
- Share your knowledge and expertise
- Collaborate with Groups and Conversations
- Discover Conversations with Feeds & Following



- Office 365 ProPlus
- Familiar & full Office user experience
- Fast deployment & broad management controls
- Per-user licensing OR available through student use benefit

Hướng dẫn đăng nhập, đổi lại mật khẩu, quản lý thiết bị cài đặt trên Office 365

Đăng nhập:

- Truy cập link: <https://portal.office.com>



Work or school, or personal Microsoft account

Keep me signed in

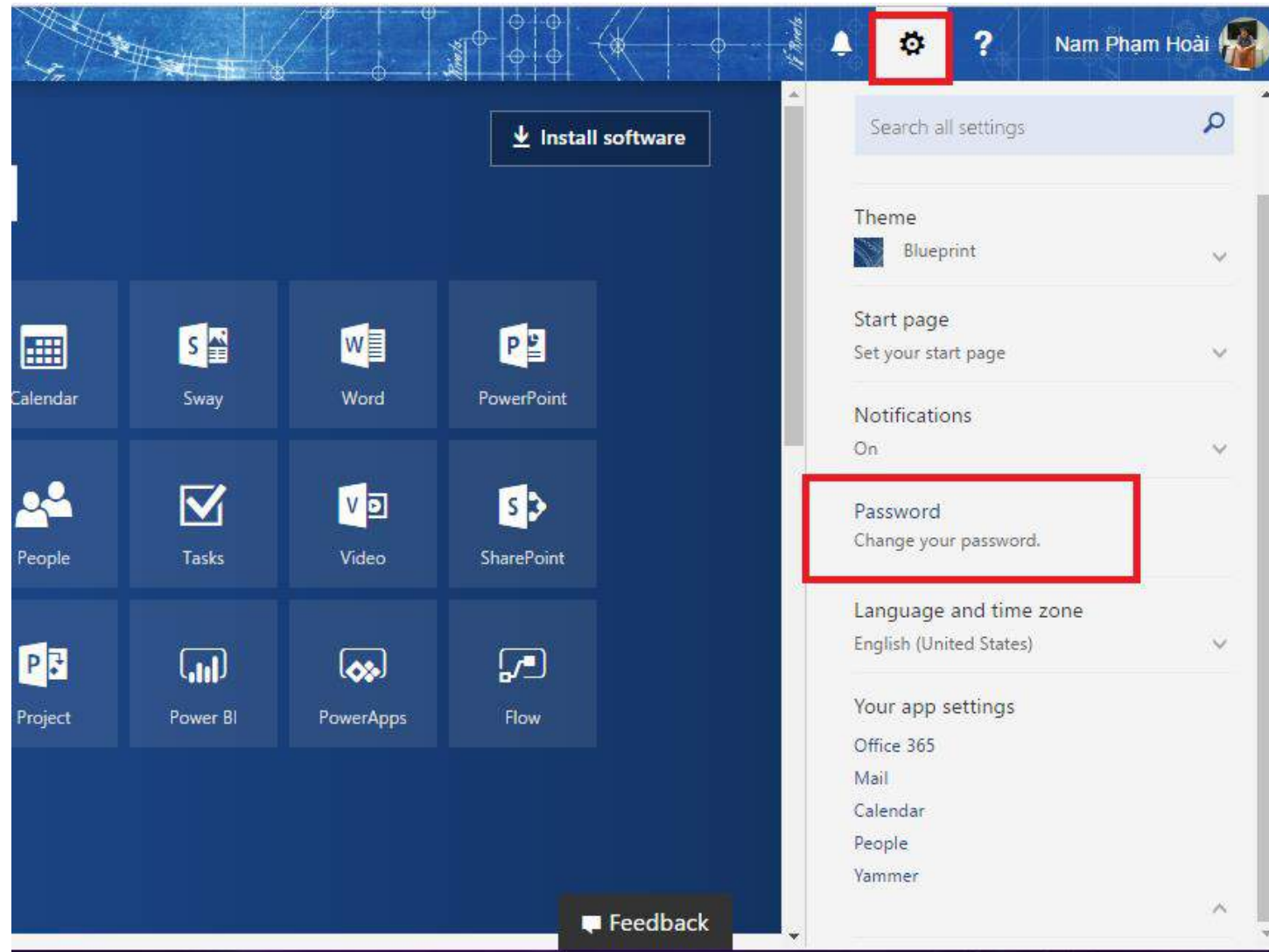
Sign in

Back

[Can't access your account?](#)

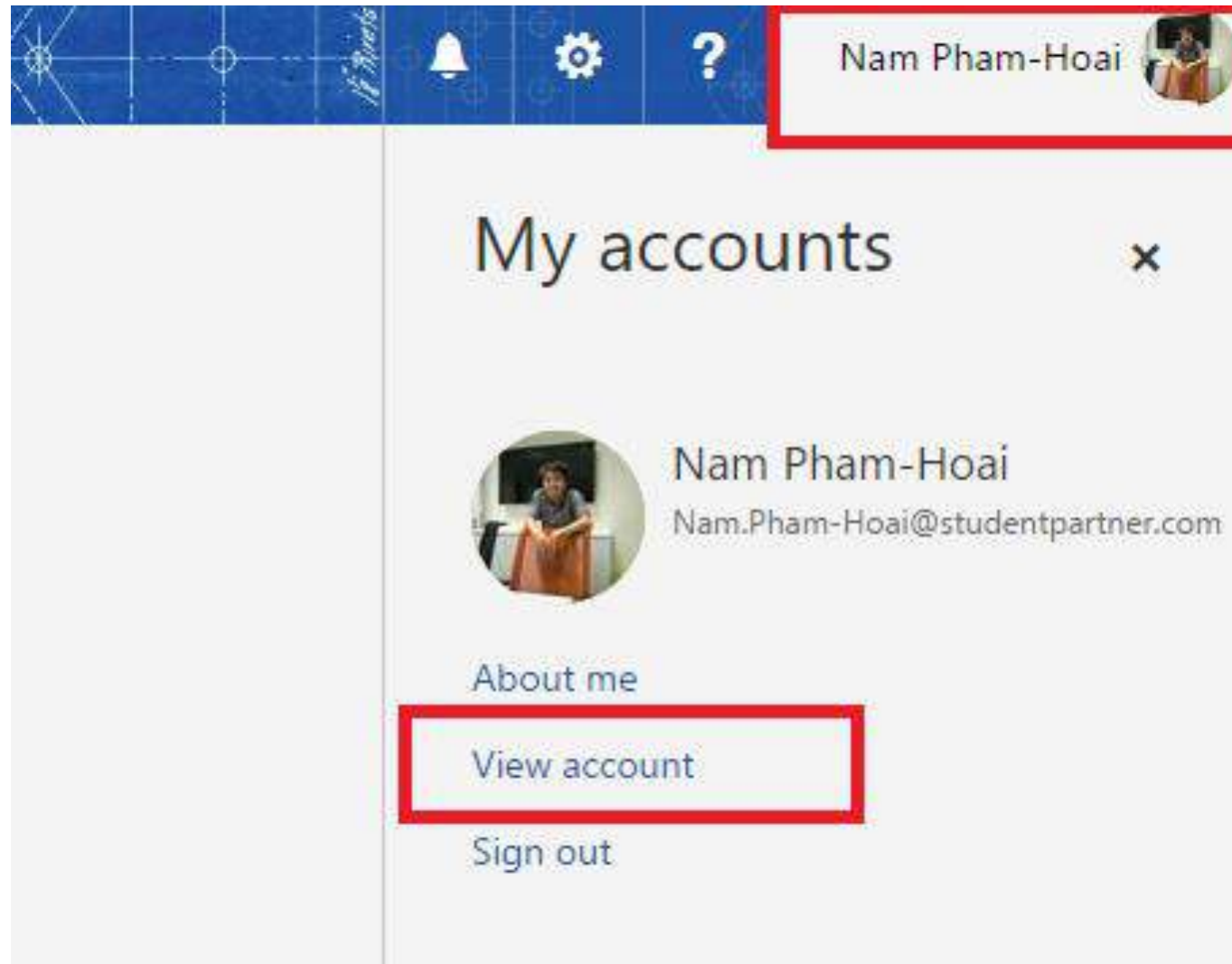
Đổi lại mật khẩu:

Setting -> Password



Quản lý thiết bị cài đặt Office 365:

Dashboard -> View account



The screenshot shows the Office 365 user interface. At the top, there is a blue navigation bar with icons for Home, Search, and Help. The user's name, "Nam Pham-Hoai", is displayed in the top right corner, along with a profile picture. Below the navigation bar, the "My accounts" dropdown menu is open, showing the user's profile information and a list of actions: "About me", "View account", and "Sign out". The "View account" option is highlighted with a red box.

Nam Pham-Hoai

My accounts

Nam Pham-Hoai
Nam.Pham-Hoai@studentpartner.com

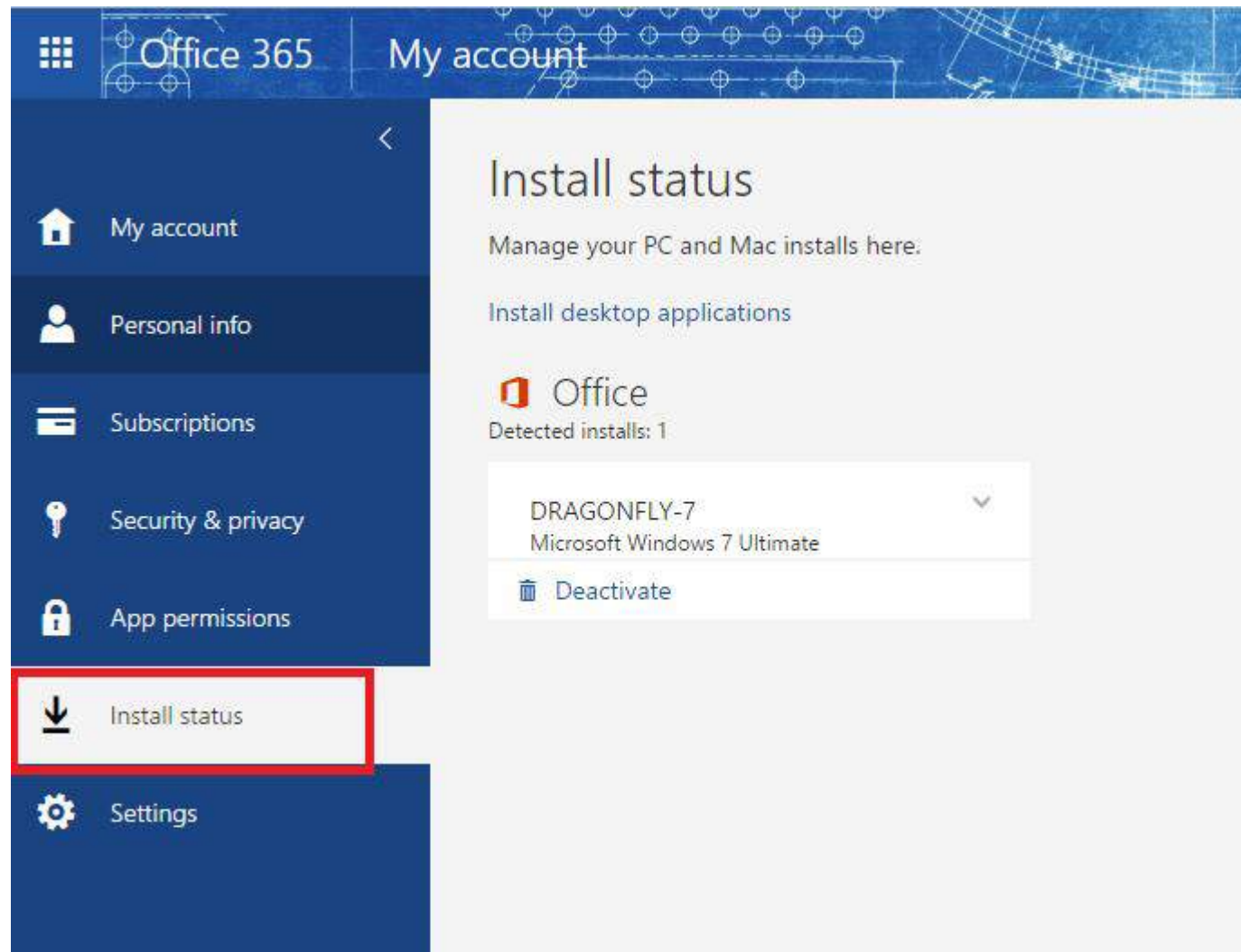
About me

View account

Sign out

Quản lý thiết bị cài đặt Office 365:

Dashboard -> View account

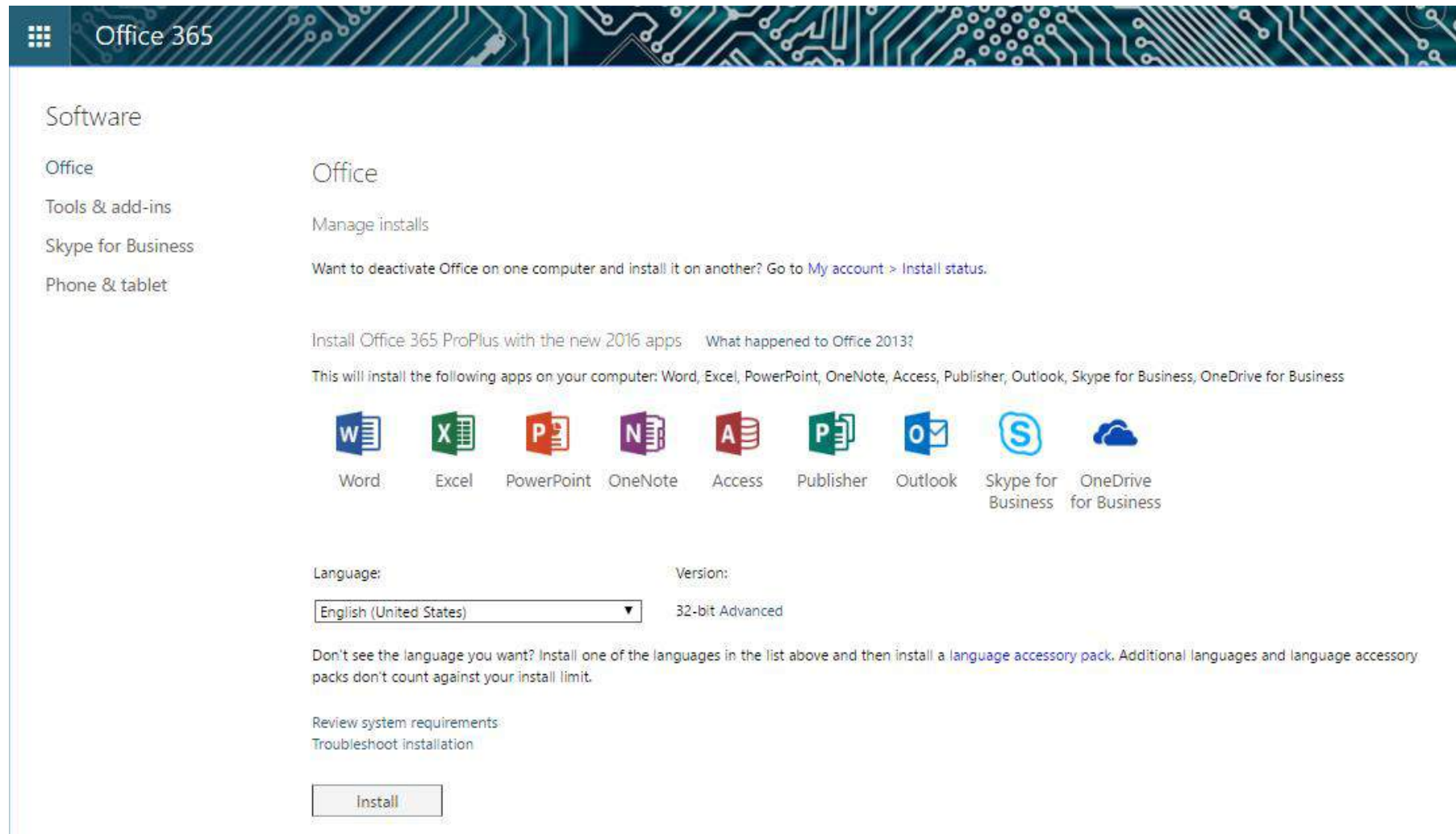


The screenshot displays the Office 365 'My account' dashboard. The left sidebar contains navigation options: My account, Personal info, Subscriptions, Security & privacy, App permissions, **Install status** (highlighted with a red box), and Settings. The main content area is titled 'Install status' and includes the text 'Manage your PC and Mac installs here.' and 'Install desktop applications'. Under the 'Office' heading, it shows 'Detected installs: 1' with a dropdown menu listing 'DRAGONFLY-7' and 'Microsoft Windows 7 Ultimate', and a 'Deactivate' button.

Cài đặt ứng dụng Office
trên điện thoại

Cài đặt ứng dụng Office trên điện thoại

Dashboard -> Other installs



Office 365

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: Version: 32-bit Advanced

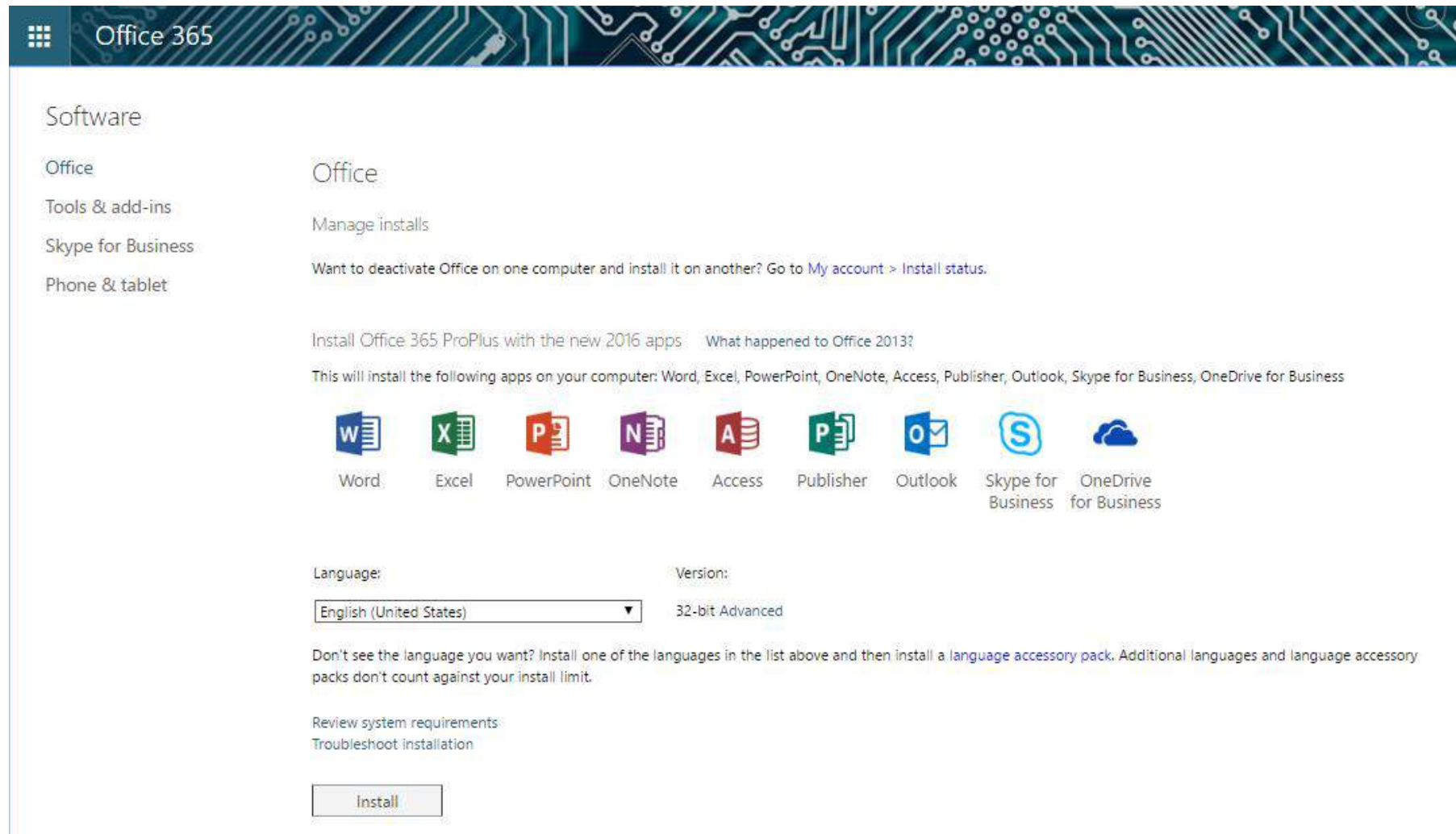
Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)

Install

Cài đặt ứng dụng Office trên điện thoại

Dashboard -> Other installs



The screenshot shows the 'Office 365' dashboard with a navigation menu on the left. The main content area is titled 'Office' and 'Manage installs'. It includes a link to 'Install status' for deactivating Office on one computer and installing it on another. Below this, there are links for 'Install Office 365 ProPlus with the new 2016 apps' and 'What happened to Office 2013?'. A list of applications to be installed is shown: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, and OneDrive for Business, each with its respective icon. At the bottom, there are dropdown menus for 'Language' (set to 'English (United States)') and 'Version' (set to '32-bit Advanced'). A link to 'Review system requirements' and 'Troubleshoot installation' is also present. An 'Install' button is located at the bottom of the page.

Office 365

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: English (United States) Version: 32-bit Advanced

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)

Install

Cài đặt ứng dụng Office trên điện thoại

Activate Office

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

 X

Next

Enter a product key instead

Cài đặt ứng dụng Office trên điện thoại

Dashboard -> Other installs -> Phone & tablet

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Choose your phone or tablet

Phone

Windows Phone

Windows 10 Mobile

iPhone

Android phone

BlackBerry®

Nokia (Symbian OS)

Other

Tablet

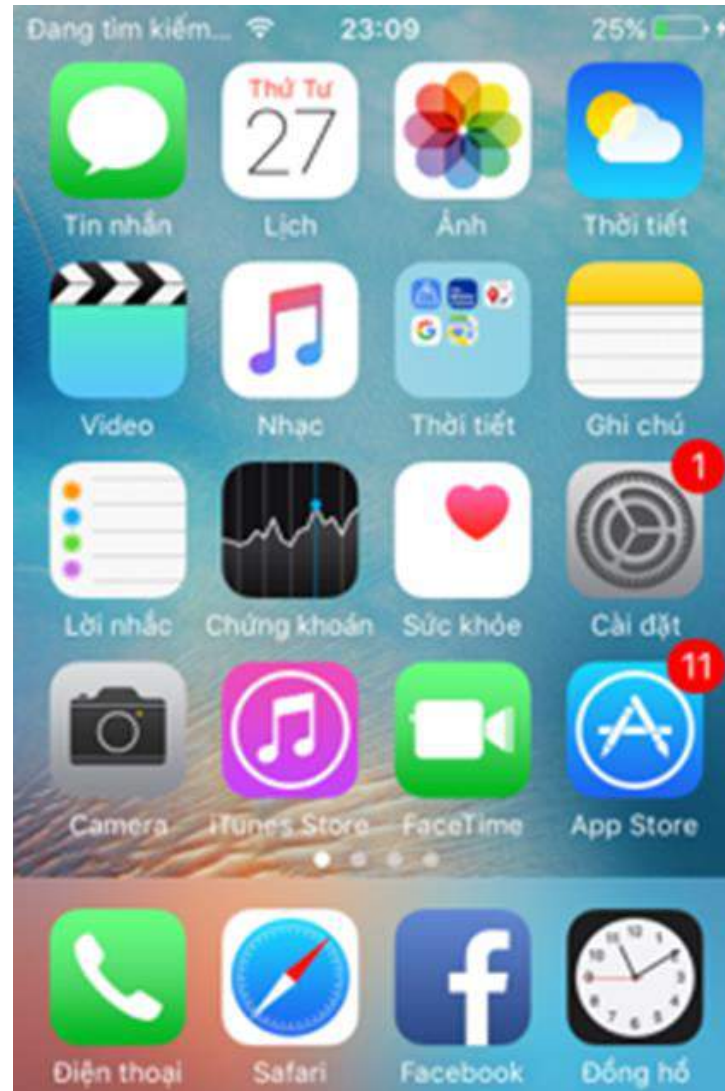
Windows tablet

iPad

Android tablet

Cài đặt trên Iphone:

App Store



Cài đặt trên Iphone:

Tìm đến ứng dụng Microsoft Word, bấm cài đặt (Thực hiện tương tự để cài Microsoft Excel, Power point...)



Cài đặt trên Android:

Google play:



Microsoft Word
Microsoft Corporation 


CÀI ĐẶT

Mua hàng trong ứng dụng

 **50**
TRIỆU
Tải xuống

 **4,4**
★★★★★
527.843 

 **Năng suất**

 **Lựa chọn của biên tập viên**

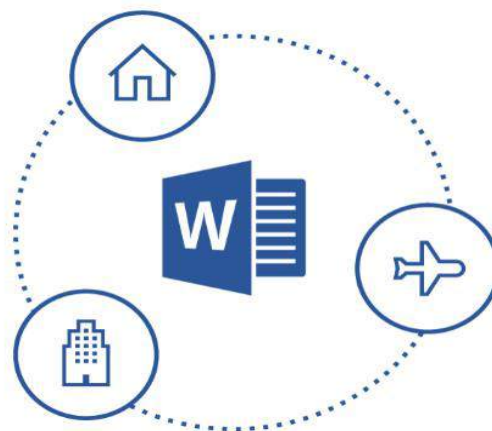
 **Tương**

Ứng dụng Microsoft Word chân thực
dành cho điện thoại và máy tính
bảng Android.

Activate Office



Hoàn thành công việc mọi lúc,...



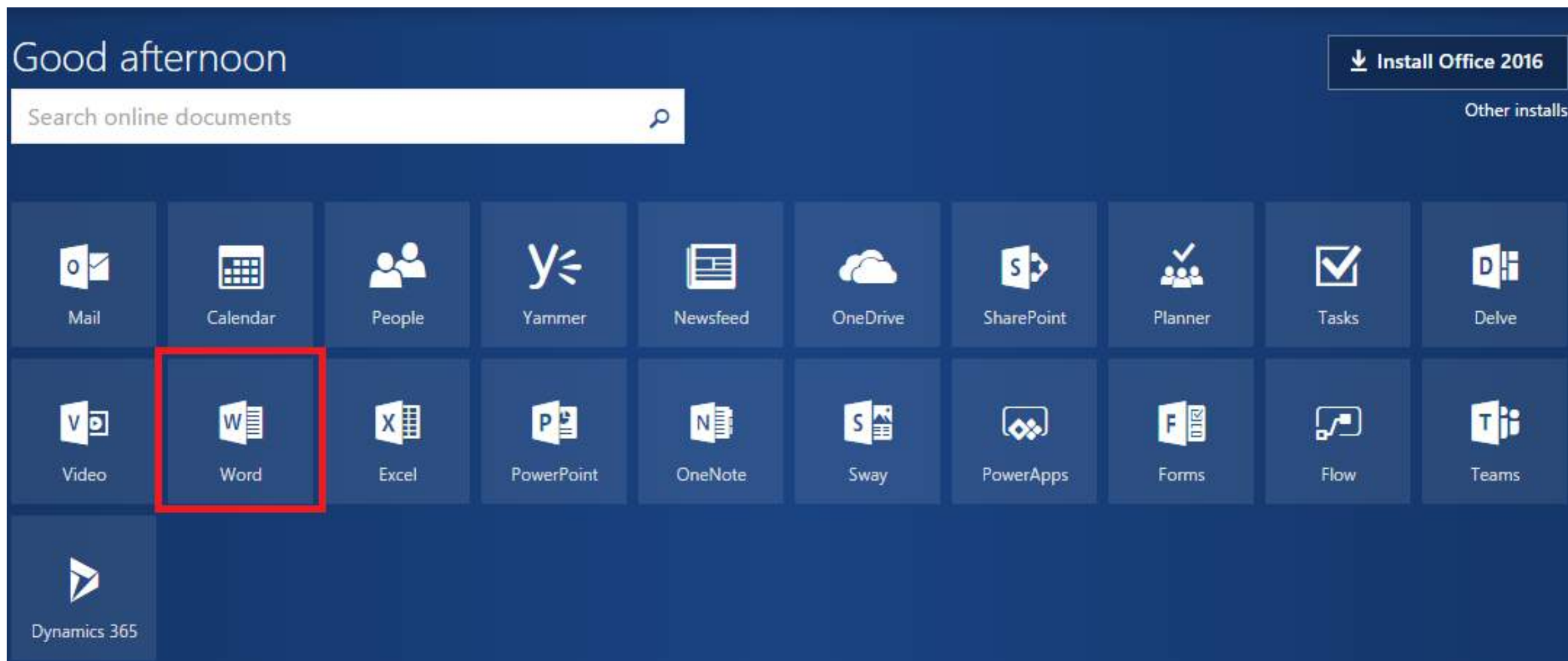
Đăng nhập >

Đăng ký miễn phí >

Hướng dẫn sử dụng các ứng dụng
văn phòng (Word, Excel, PowerPoint...)

Word

Dashboard -> Word



Word

The screenshot displays the Microsoft Word Online interface. At the top, the title bar shows 'Word Online', the user name 'Nam Pham-Hoai', and the document name 'Document - Saved'. A 'Share' button is visible on the right. Below the title bar is a ribbon with tabs for 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'REVIEW', 'VIEW', and 'EDIT IN WORD'. The 'HOME' tab is active, showing various editing options grouped into 'Clipboard', 'Font', 'Paragraph', 'Styles', and 'Editing'. The 'Font' group includes options for font face (Calibri (Body)), size (11), bold, italic, underline, and text color. The 'Paragraph' group includes options for bullet points, numbered lists, indentation, and alignment. The 'Styles' group shows the 'Normal' style selected. The 'Editing' group includes 'Find' and 'Replace' options. The main document area contains a paragraph of text in Vietnamese: 'Power BI (Business Intelligence) là tập các phần mềm, dịch vụ, ứng dụng và kết nối cho phép tích hợp dữ liệu từ nhiều nguồn cho mục đích tổng hợp, lập báo cáo, biểu diễn dữ liệu trực quan và xuất bản báo cáo dữ liệu lên môi trường web rất dễ dàng và thuận lợi.' The text is underlined and has a red highlight on the word 'Power BI'. The status bar at the bottom shows 'PAGE 1 OF 1', 'ABOUT 56 WORDS', 'ENGLISH (U.S.)', 'LOADING ADD-INS', '100%', and 'HELP IMPROVE OFFICE'.

Excel

The image shows the Microsoft Excel Online interface. At the top, the title bar displays "Excel Online" and the user's name "Nam Pham-Hoai". A "Share" button is visible on the right. The ribbon is set to "HOME" and includes the following groups: Undo, Clipboard (Paste, Cut, Copy, Format Painter), Font (Calibri, 11, Bold, Italic, Underline, Text Color, Background Color), Alignment (Wrap Text, Merge & Center), Number (Number Format, Currency, Percentage, Thousand Separator, Decimal Places), Tables (Survey, Format as Table), Cells (Insert, Delete), and Editing (AutoSum, Clear, Sort, Find & Select). The spreadsheet grid shows columns A through U and rows 1 through 17. The active cell is A1. The status bar at the bottom indicates "Sheet1" and "LOADING ADD-INS".

PowerPoint

PowerPoint Online Nam Pham-Hoai Presentation - Saved Share Nam Pham-Hoai

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS REVIEW VIEW Tell me what you want to do: OPEN IN POWERPOINT

Undo Paste Copy Format Painter Delete New Slide Duplicate Slide Hide Slide Slides Font Paragraph Drawing Editing Find

1

Click to add title
Click to add subtitle

Click to add notes

SLIDE 1 OF 1 ENGLISH (U.S.) HELP IMPROVE OFFICE NOTES 81%

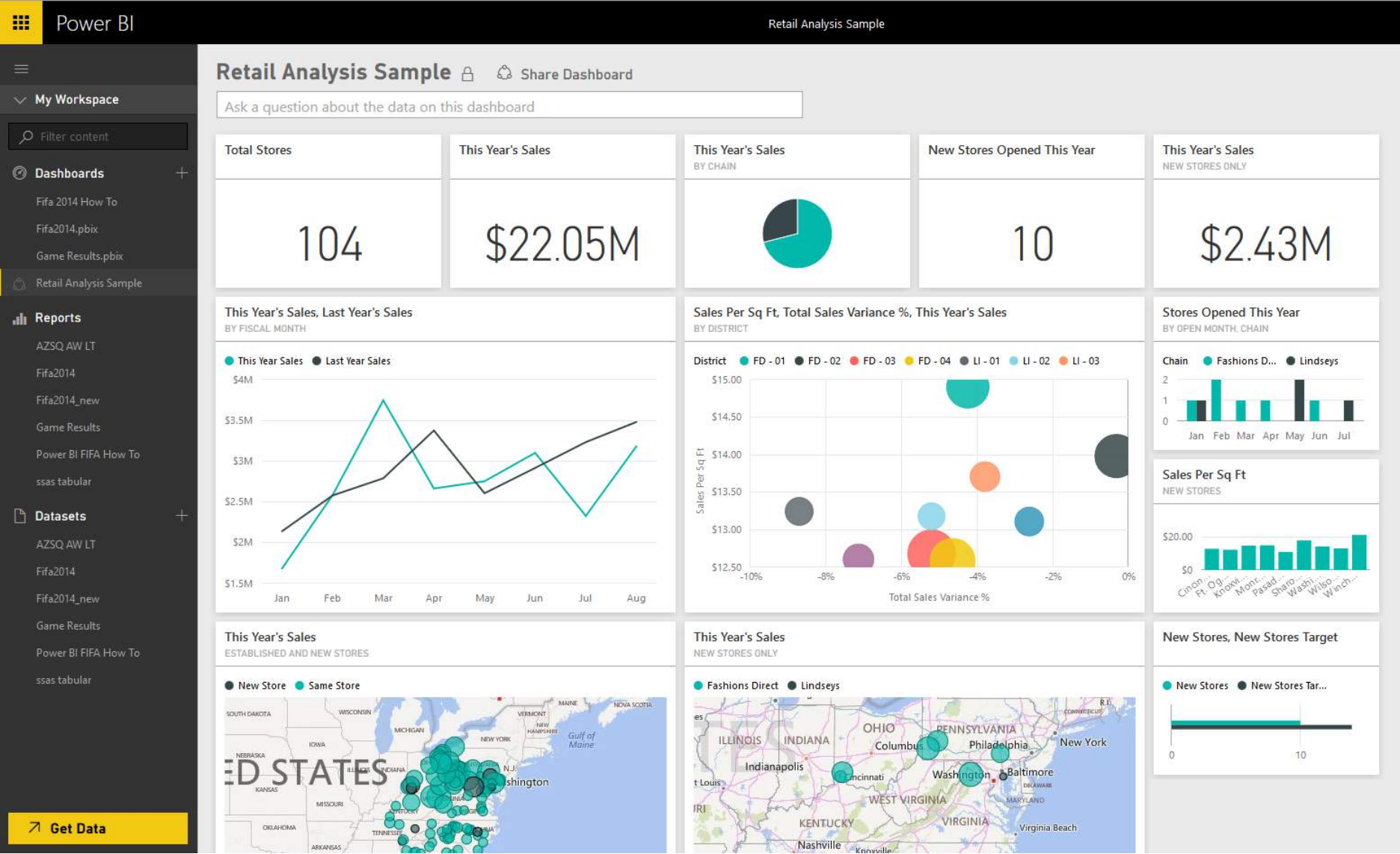
Self-service Business Intelligence in Excel

Power BI

Power BI (Business Intelligence) là tập các phần mềm, dịch vụ, ứng dụng và kết nối cho phép tích hợp dữ liệu từ nhiều nguồn cho mục đích tổng hợp, lập báo cáo, biểu diễn dữ liệu trực quan và xuất bản báo cáo dữ liệu lên môi trường web rất dễ dàng và thuận lợi.

Với những cá nhân chuyên phân tích dữ liệu và làm báo cáo, Power BI giúp người sử dụng làm việc hiệu quả và sáng tạo hơn.

Power BI



Power BI

Truy cập: <https://powerbi.microsoft.com>



Power BI

Products

Solutions

Partners

Learn

Sign in

Sign up free

Create stunning reports and visualizations with Power BI Desktop

Power BI Desktop puts visual analytics at your fingertips with intuitive report authoring. Drag-and-drop to place content exactly where you want it on the flexible and fluid canvas. Quickly discover patterns as you explore a single unified view of linked, interactive visualizations.

Learn more about getting started and download the Power BI Desktop today.

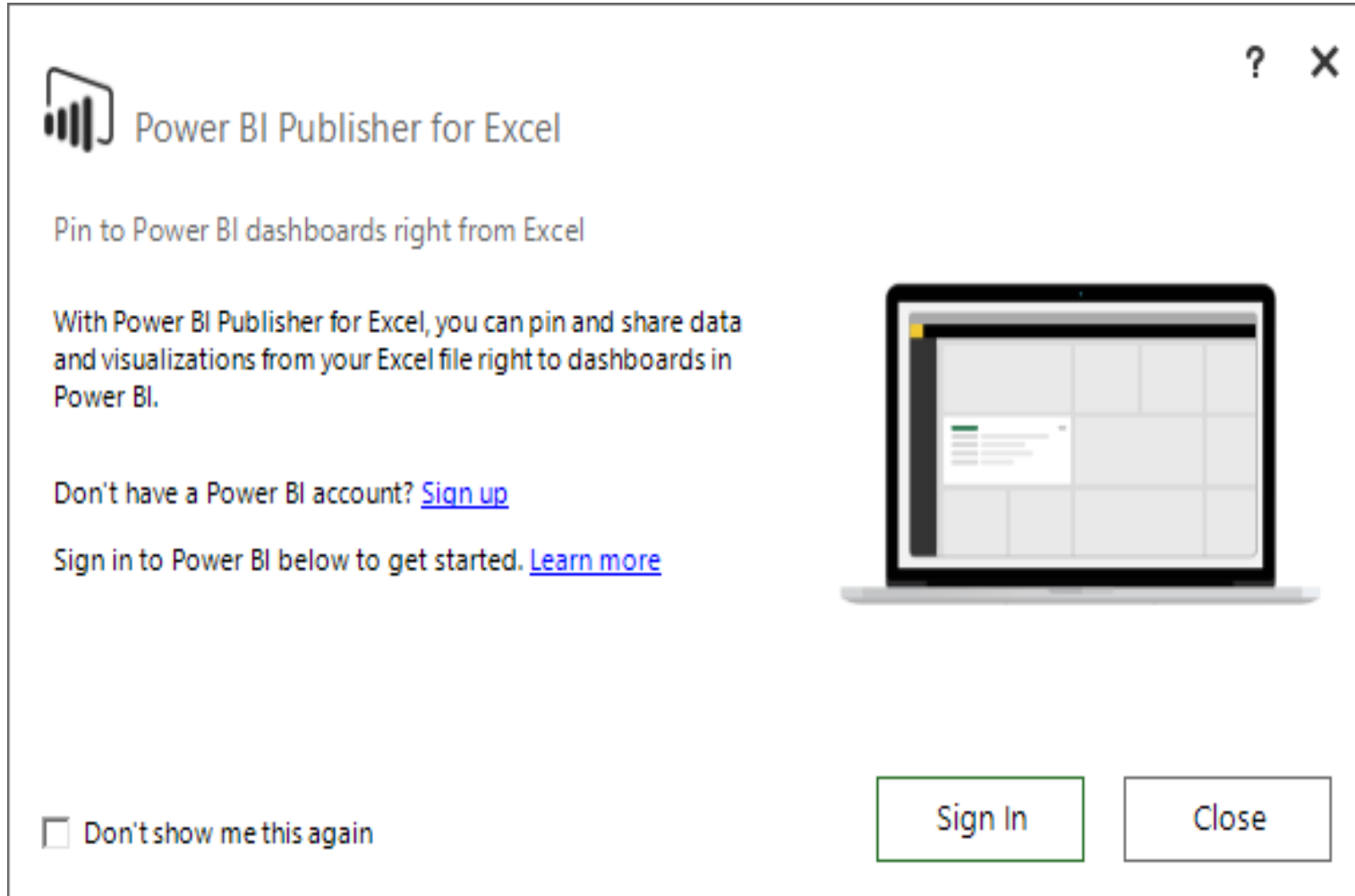
DOWNLOAD

LEARN MORE >


Advanced download options

Power BI

Active Power BI



The screenshot shows a notification window titled "Power BI Publisher for Excel". The window has a question mark and a close button in the top right corner. The main text reads: "Pin to Power BI dashboards right from Excel". Below this, it says: "With Power BI Publisher for Excel, you can pin and share data and visualizations from your Excel file right to dashboards in Power BI." There are two links: "Don't have a Power BI account? [Sign up](#)" and "Sign in to Power BI below to get started. [Learn more](#)". At the bottom left, there is a checkbox labeled "Don't show me this again". At the bottom right, there are two buttons: "Sign In" and "Close". To the right of the text is an image of a laptop displaying a Power BI dashboard.

 Power BI Publisher for Excel

Pin to Power BI dashboards right from Excel

With Power BI Publisher for Excel, you can pin and share data and visualizations from your Excel file right to dashboards in Power BI.

Don't have a Power BI account? [Sign up](#)

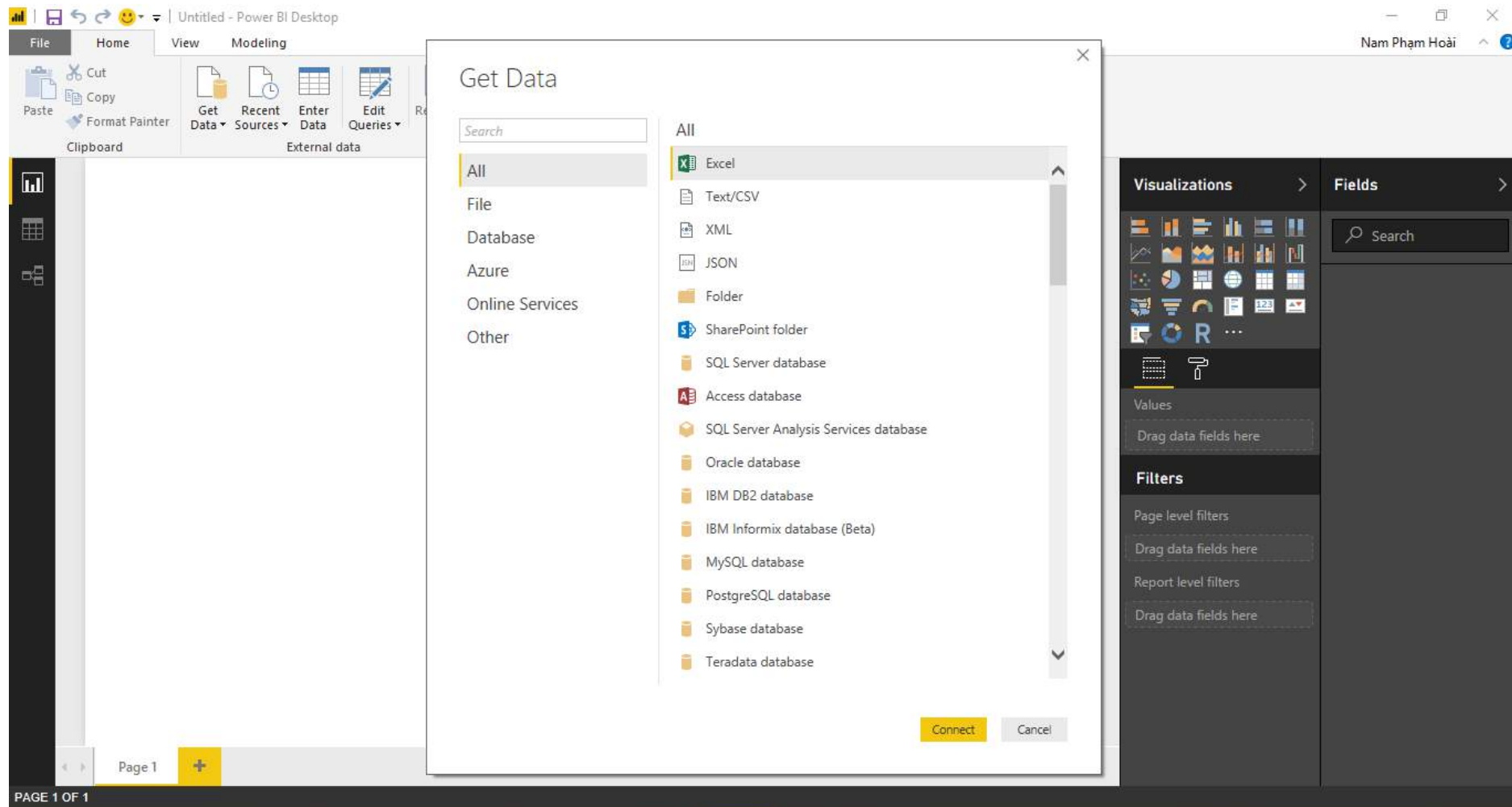
Sign in to Power BI below to get started. [Learn more](#)

Don't show me this again

[Sign In](#) [Close](#)

Power BI

Chọn dữ liệu:



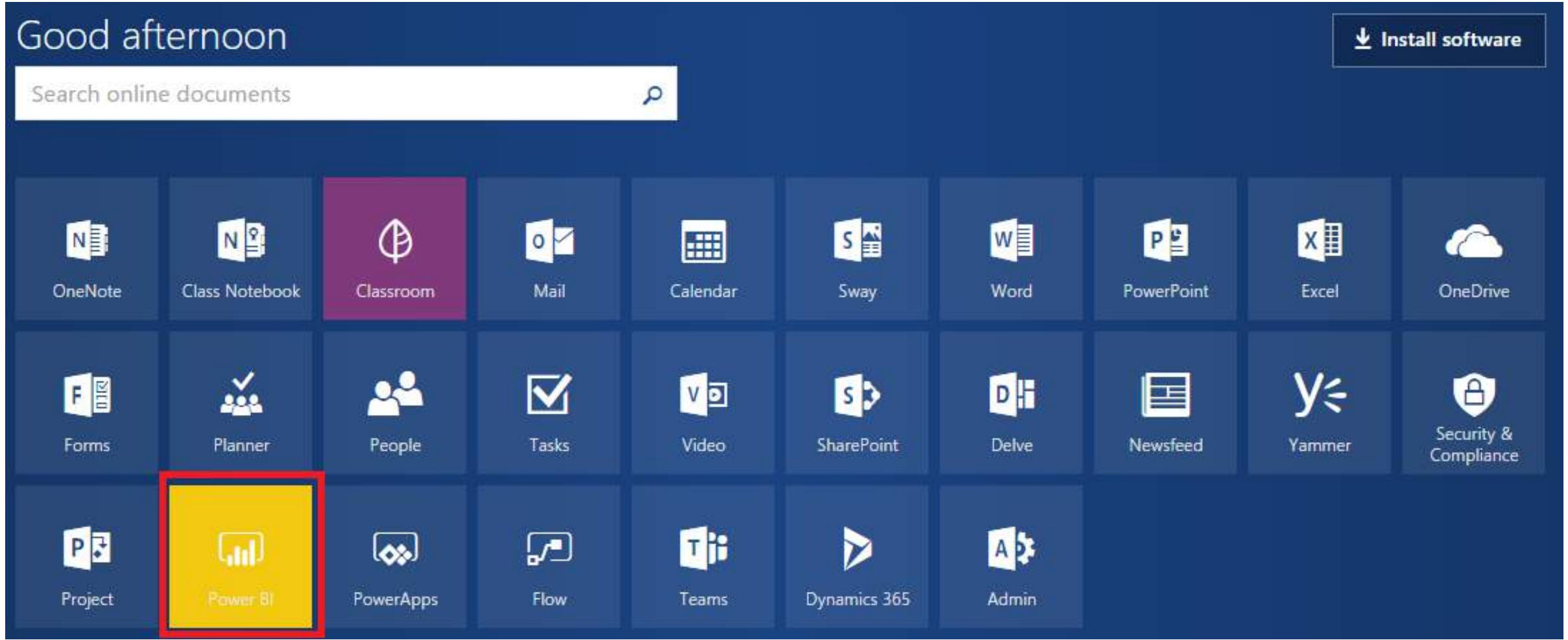
Power BI

Chọn loại biểu đồ:

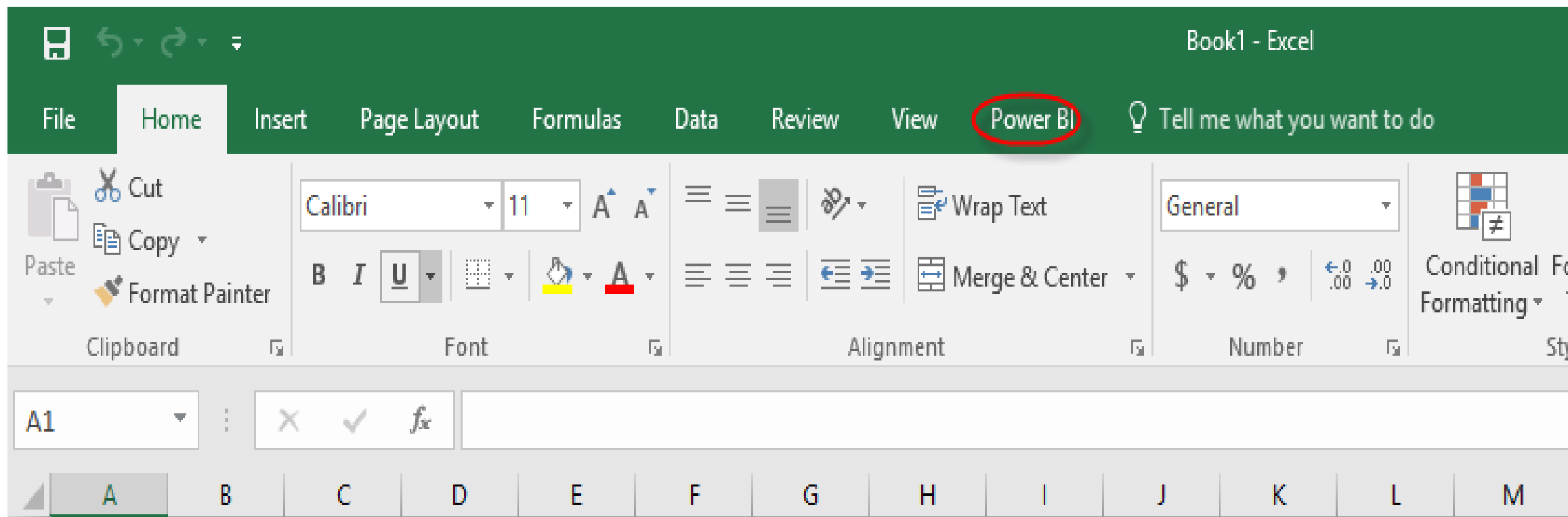
The screenshot displays the Power BI Desktop interface with the following components:

- Top Ribbon:** File, Home, View, Modeling. Sub-panels include Clipboard (Paste, Copy, Format Painter), External data (Get Data, Recent Sources, Enter Data, Edit Queries, Refresh), Resources (Solution Templates, Partner Showcase), Insert (New Page, New Visual, Text box, Image, Shapes), Relationships (Manage Relationships), Calculations (New Measure), and Share (Publish).
- Visuals Pane:** Shows a collection of visualization options such as Bar, Line, Pie, Map, and Matrix.
- Fields Pane:** Contains a search bar and a list of data fields: Smile You Can Rea..., Column1, Column2, and Table1. Under the 'Values' section, there are options for Σ X and Σ Y.
- Filters Pane:** Includes sections for Page level filters, Report level filters, and a 'Drag data fields here' area.
- Workspace:** Displays several visualizations:
 - X and Y by Column2:** A horizontal bar chart with values ranging from 0.089876074 to 0.528087803.
 - X and Y by Column1:** A matrix visualization showing data points for X and Y across various categories.
 - X and Y:** A pie chart divided into two segments, X and Y.
 - X by Column2:** A line chart showing an increasing trend with markers for Increase, Decrease, and Total.
 - X and Y by Column1 and Column2:** A dot plot with data points for Column2.
 - X and Y by Column1 and Column2:** A grouped bar chart comparing X and Y across different categories.
- Bottom Bar:** Shows 'Page 1' with navigation arrows and a '+' icon.

Power BI Online



Power BI Online



Power BI Online

Power BI My Workspace > Get Data

Get Data

Need more guidance? [Try this tutorial](#) or [watch a video](#)

Microsoft AppSource

- My organization**
Browse content packs that other people in your organization have published.
[Get](#)
- Services**
Choose content packs from online services that you use.
[Get](#)

Import or Connect to Data

- Files**
Bring in your reports, workbooks, or data from Excel, Power BI Desktop or CSV files.
[Get](#)
- Databases**
Connect to live data in Azure SQL Database and more.
[Get](#)

[Get Data](#) [Samples](#) [Solution Templates](#) [Partner Showcase](#)

Power BI Online

The screenshot displays the Microsoft Power BI Online workspace interface. At the top, the navigation bar shows "Power BI" and "My Workspace > sample". The main workspace area contains two visualizations:

- Box Plot:** Titled "X and Y by Column1", showing a distribution of data points for two categories (X and Y) across various values.
- Pie Chart:** Titled "X and Y by Column1 and Column2", showing a distribution of data points across various categories.

The right-hand pane is divided into three sections:

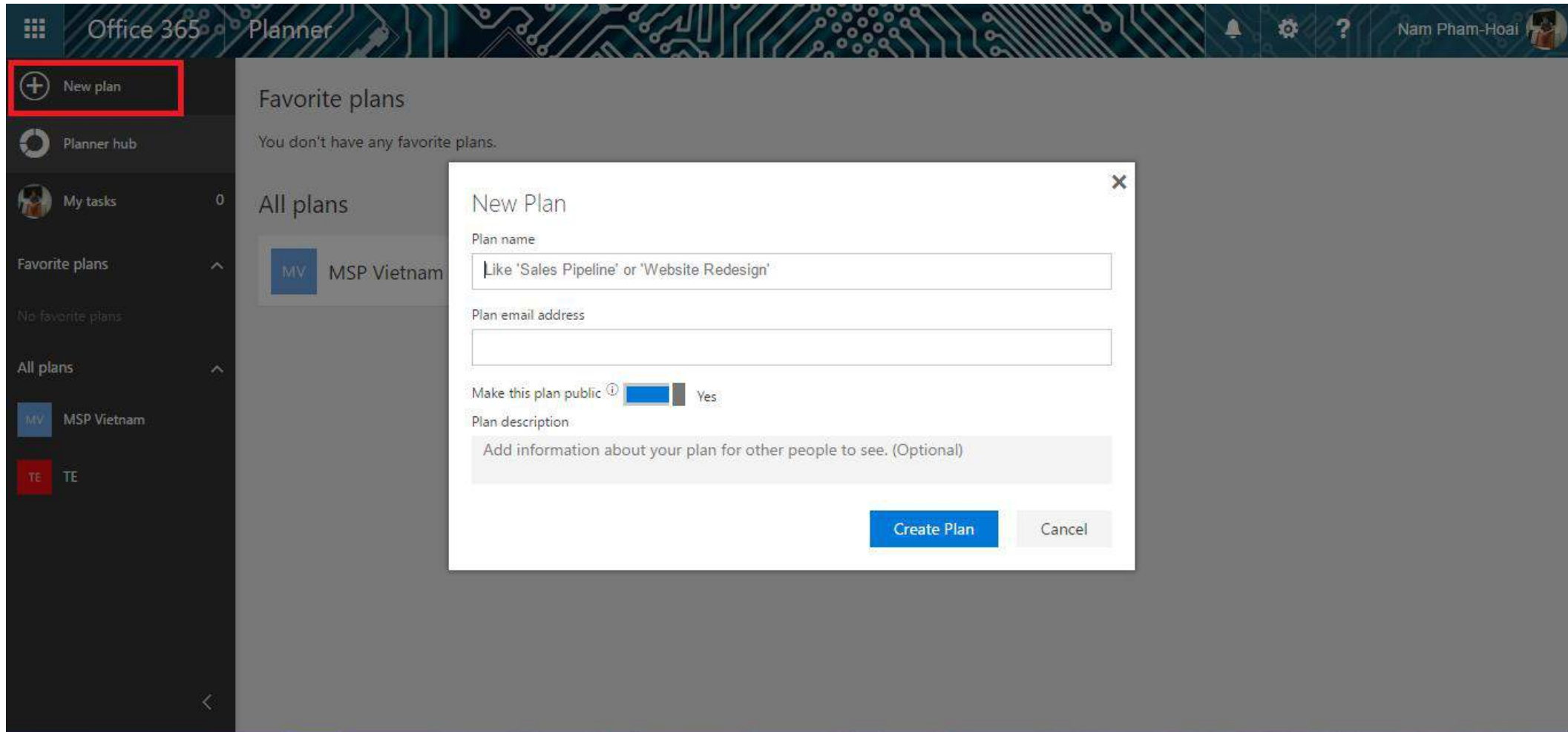
- Visualizations:** A grid of visualization options including bar charts, line charts, pie charts, and maps.
- Fields:** A search bar and a list of data fields including "Smile You Can Rea...", "Column1", "Column2", and "Table1".
- Filters:** A section for applying filters, with sub-sections for "Values", "Page level filters", and "Report level filters".

The bottom of the interface shows a "Page 1" tab and a "+" button to add new pages.

Hướng Dẫn Sử Dụng Planner

Hướng Dẫn Sử Dụng Planner

Tạo Plan:



The screenshot shows the Microsoft Planner interface. On the left, a navigation pane includes 'New plan' (highlighted with a red box), 'Planner hub', 'My tasks', 'Favorite plans', and 'All plans'. The main area displays 'Favorite plans' (empty) and 'All plans' (containing 'MSP Vietnam'). A 'New Plan' dialog box is open, featuring the following fields and options:

- Plan name:** A text input field containing the text 'Like 'Sales Pipeline' or 'Website Redesign''.
- Plan email address:** An empty text input field.
- Make this plan public:** A toggle switch currently set to 'Yes'.
- Plan description:** A text area with the placeholder text 'Add information about your plan for other people to see. (Optional)'.

At the bottom of the dialog box, there are two buttons: 'Create Plan' (in blue) and 'Cancel' (in grey).

Hướng Dẫn Sử Dụng Planner

Tạo Bucket:

The screenshot displays the Microsoft Planner interface. On the left, a navigation pane includes options for 'New plan', 'Planner hub', 'My tasks', 'Favorite plans', and 'All plans'. The main workspace shows a plan named 'TE' with a red header. Below the header, there are four buckets: 'Tea & Tech', 'Ascend@IoT', 'Ascend@Web', and 'Ascend@Mobile'. A red box highlights the bucket headers. The 'Tea & Tech' bucket contains two tasks: 'Plan Mar-17 T&T' (due 02/28) and 'Setup 1st T&T' (due 01/13). The 'Ascend@IoT' bucket contains one task: 'Lên kế hoạch & xây dựng nội dung hoạt động về IoT' (due 02/06) by Thanh PhamVan. The 'Ascend@Web' bucket contains one task: 'Lên kế hoạch & xây dựng nội dung hoạt động về Web' (due 02/06) by Du Nguyen Van. The 'Ascend@Mobile' bucket contains one task: 'Lên kế hoạch & xây dựng nội dung hoạt động về Mobile & De' (due 02/06). The top right corner shows the user profile 'Nam Pham-Hoai' and a 'Members' dropdown menu.

Hướng Dẫn Sử Dụng Planner

Tạo Task:

Demo

Add assignment

Bucket: Task

Progress: In progress

Start date: 05/22

Due date: 05/26

Checklist 0 / 2 show on card

- Tìm hiểu Outlook
- Tìm Hiểu Excel
- add an item

Description show on card

Nghiên cứu Office 365

Attachments

Attach Link

Comments

Set label

Set label

Set label

Set label

Set label

Set label

Hướng Dẫn Sử Dụng Planner

The screenshot displays the Microsoft Planner application interface. At the top, the navigation bar shows 'Office 365' and 'Planner'. The left sidebar contains navigation options: 'New plan', 'Planner hub', 'My tasks', 'Favorite plans', and 'All plans'. The main area is divided into four columns representing different plans: 'Tea & Tech', 'Ascend@IoT', 'Ascend@Web', and 'Ascend@Mobile'. Each column contains task cards with titles, due dates, and assignees.

Plan Name	Task Title	Due Date	Assignee
Tea & Tech	Plan Mar-17 T&T	02/28	
Tea & Tech	Setup 1st T&T	01/13	Dung Pham-Tien
Ascend@IoT	Lên kế hoạch & xây dựng nội dung hoạt động về IoT	02/06	Thanh PhamVan
Ascend@Web	Lên kế hoạch & xây dựng nội dung hoạt động về Web	02/06	Du Nguyen Van
Ascend@Mobile	Lên kế hoạch & xây dựng nội dung hoạt động về Mobile & De	02/06	

Hướng Dẫn Sử Dụng Planner

The screenshot displays the Microsoft Planner interface for a board named "Test". The top navigation bar includes a green tab labeled "TE", a lock icon, and the board name "Test". Below this, there are navigation options: "Board" (selected), "Charts", and "Notebook" with a menu icon. The main area is divided into two columns: "Planned" and "Task".

The "Planned" column contains a single grey bar with a blue plus sign (+) for adding new items.

The "Task" column contains a grey bar with a blue plus sign (+) and a task card for "Demo". The "Demo" task card shows a blue circle icon, a checked box, "0 / 2", and the date "05/26". Below the task card is a profile picture and the name "Nam Phạm Hoài". At the bottom of the "Task" column, there is a "Hide completed" toggle with an upward arrow and the number "1". Below this, a grey bar labeled "Research" is shown with a green checkmark (✓) indicating it is completed.

Hướng Dẫn Sử Dụng Planner

The screenshot displays the Microsoft Planner interface. At the top, the navigation bar includes 'Office 365', 'Planner', and a user profile 'Nam Pham-Hoai'. The left sidebar contains navigation options: 'New plan', 'Planner hub', 'My tasks', 'Favorite plans', and 'All plans'. The main area shows a plan named 'TE' with a donut chart indicating '6 tasks left'. The chart is divided into four segments: Not started (yellow, 1 task), Late (red, 5 tasks), In progress (blue, 0 tasks), and Completed (green, 0 tasks). A 'Charts' tab is highlighted in the top navigation. A context menu is open over the 'Plan' item in the members list, showing options like 'Conversations', 'Calendar', 'Members', 'Files', 'Notebook', 'Plan', 'Leave plan', 'Add to favorites', and 'Unsubscribe from email updates'. The right sidebar shows a list of tasks with due dates and titles in Vietnamese.

Status	Count
Not started	1
Late	5
In progress	0
Completed	0

Task Title	Due Date
Lên kế hoạch & xây dựng nội dung học	02/06
Lên kế hoạch & xây dựng nội dung học	02/06
Plan Mar-17 T&T	02/06
Setup 1st T&T	01/13

Hướng Dẫn Sử Dụng Planner

Kiểm tra Task:

