Microsoft 365 Beginner

Course Overview – 1-day course

Microsoft 365 is the suite of Apps that covers Office 365 and other tools. This course will be highly beneficial for employees where Microsoft 365 has recently been rolled out. It will help to support understanding and adoption of the applications and productivity tools available in the suite.

Our Microsoft 365 Beginner course introduces effective use of:

Application	Time Allocated
Outlook	15%
Teams	25%
Office Home Page	15%
OneNote	10%
OneDrive	15%
ToDo	10%
Planner	10%

Detailed course outline below.

In this course you will gain a good foundational knowledge of how these apps can be used together to get your activities done. You will understand how to take control of your day from the start and be better prepared to handle new events effectively.

You will learn how to create new documents with various apps; work with Cloud storage; communicate with colleagues and customers; handle tasks and be able to capture important knowledge for reuse. Importantly, you will also learn how to make sure at the end of each day you start the next morning fully aware of what needs to be done.

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Detailed Content

Introduction

What is Microsoft 365?
Our Scenario

Starting your Day Effectively

Outlook Boards & Teams

A Hub for Control
Working with a Board View
Creating Meetings and Tasks
Checking your Inputs in Outlook
Checking your Activity Feed in Teams
Creating a Task from a Teams Post

Creating New Files

Office Home Page, Word Online, Excel Online & Teams

Using the Office Home Page
Word for the Web
Reusing content from other sources
Using Editor
Excel for the Web
Creating new Documents from the App Launcher
Creating a new Document inside a Team

Working with Files

OneDrive, Office Home Page & Teams

Where do we store our "stuff"?
What is OneDrive?
Creating Files in OneDrive
Sharing Files from OneDrive
Attaching Links to Files in Emails
Files App in Teams
Private Chat Files
Files in Teams Channels

Moving Files between OneDrive and Teams and SharePoint Libraries
Working with Files in the Office Home Page
Searching for your Files
Syncing Files to your Hard Drive

Communicating & Collaborating with Colleagues

Teams & Outlook

About Microsoft Teams
Teams Chat
Organising Chats
Status Indicators
Sharing Files in Chats
Alerts in Teams for Urgent Work
Video and Audio Chats
Sharing Screens
Working Asynchronously
Private v Public Teams
Channels in Teams
Posts in Channels
Mentions in Posts
Saving Posts and Chats
Organise Teams, Channels and Chats
Collaborating on Files
Scheduling Meetings
Adjusting your Activity Notifications

Communicating & Collaborating with Customers

Outlook

Creating Rules for Emails
Creating Quick Steps
Reuse of Content - Quick parts & Quick Tables
Templates
Signatures
Creating Tasks easily

Creating new Contacts from Emails
Creating new Meetings from Emails
Sending emails to Teams
Replying from a Group Email
Searching instead of Filing

Working with Tasks

Outlook, ToDo, Planner & Teams

Using Todo in Outlook
Using the Todo App
Using My Day
Using Task List
Assigning Tasks to others
Working with Planner App
Creating a New Plan
Buckets and Cards
Using Planner in Teams
Assigning Tasks with Cards
Using Cards instead of messages
Tasks from Todo and Planner in Teams
Tracking the Status of your Plans

Capturing Knowledge for Reuse

OneNote & Teams

Capturing Knowledge
OneNote Online
Creating Notebooks
Creating Sections
Creating Pages
Using Tags
Using OneNote for Meetings
Assigning Tasks from Meetings
Minutes in OneNote
Templates in OneNote
Sharing and Exporting OneNote Notebooks
OneNote in Teams
Quick Notes for Quick Capture

Searching for Captured
Knowledge
Wikis in Teams

Finishing the Day
Outlook & Teams

Getting Current Awareness
Process Final Inputs and
Captures
Prioritise for Tomorrow
Shutdown