Office 365 - Intermediate

Course Overview - 1-day course

Making effective use of Office 365

This course is designed for users of Office 365 who have attended the Beginner course or possess general skills and knowledge of common O365 products – particularly Teams.

The objectives of the course are to extend your knowledge of product offerings under Office 365, and to understand how those products can be used on their own or combined with others as a holistic solution to increase value.

There is an emphasis on integration and 'joining the dots'. Supported by several exercises spanning multiple applications and an Integration Project exercise.
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Detailed Content

Introduction

- Course Objectives
- How this manual is organised
- What is Office 365?
- Office 365 Subscriptions
- Office 365 in the workplace

Managing a Team

- Re-Introduction to Microsoft Teams
- Create a new Team
- Manage a team
- Managing Team Members
- Guests in Teams
- Settings for a Team
- Team picture
- Member permissions
- Guest permissions
- @mention settings
- Fun stuff
- Team code
- Archive your team
- Restore an archived team

Working with Teams

- Get a link to a team
- Get a link to a channel
- Email to the channel
- Keyboard shortcuts
- Status
- Personal settings

Teams Apps

- Apps in Microsoft Teams
- Tab Apps
- Wiki untangled
- Bot Apps
- Bot App as a Personal App
- Bot App as a Chat
- Bot App in a Team Channel
- Connector Apps
- Adding a Connector App
- Actions in Connectors
- Modifying a Connector
- Remove a Connector
- Messaging Apps
- Adding a Messaging App
- Removing an App from a Team
- Collaborating with the Wiki App
- Collaborating with Files
- Collaborating with Office documents

Forms

- Introduction to Forms
- The Forms landing page
- Create a Form
- Create a Form in Teams
- Edit a Form in Teams
- Adding Questions to the Form
- Edit a Form on the web
- Form settings
- Share the Form

- Access the Form in Teams
- Form Results
- Extended Exercise – Quiz Form
- Move or Delete a Form
- Form Branching
- Forms in other Office applications

Approval Flows

- Introduction to Flow Approvals
- Approval Templates
- Create an Approval Flow Manually
- Test and Run the Approval Flow from Flow
- Add a conditional action after approval
- Flow integration with Teams

Sharing Flows

- Introduction to sharing of Flows
- Allow other users to run
- The Dynamics 365 interface
- Allow other users to run with your credentials
- Sharing a Flow with other Owners

Administration of Flows

- Copy (save as) a Flow
- Enable and Disable Flows
- Export a Flow to file
- Configuring Connections
- Delete a Flow
- Optional Integration Project Exercise

Sway

- Introduction to Sway
- Accessing Sway
- Sway Examples
- Sway from a topic
- View a Sway
- Sway from an existing document
- Sway from a template
- Create a Sway from Blank
- Adding formatting and images to the title
- Adding heading cards to Sway
- Navigating and Keyboard Shortcuts
- Add other cards to the Sway
- Embed content in sway
- Groups of cards
- Group types
- Design view
- Sharing the sway
- Deleting a Sway

Power Platform

- Introduction to Power Platform
- Flow to Automate
- Introduction to PowerApps
- Introduction to Power BI
- Creating app functionality in Power BI
- Connect with Power BI sample data
- Create a new report page and visuals
- Interaction in a report
- Add a PowerApp to the Power BI report
- Modify the PowerApp list
- Add email function to the PowerApp
- PowerApps in SharePoint
- Create the SharePoint List
- Create the PowerApps form for this list
- Modify the PowerApp form
- Disabling and deleting the PowerApp form
- Deleting Power Platform creations
- Additional Learning Resources

Wrap up and Housekeeping

- About Office 365 again
- Honourable mentions
- Housekeeping of Team

Integration Project

- The Business Scenario
- Create the Form
- Add the Form to Teams
- Create the Planner
- Design the Flow
- Test the Flow
- Create the Flow
- Housekeeping – delete the Form & Flow
- The Flow design