

Microsoft Office 365 Overview and Collaboration Features

Course ISI-1532 One Day Instructor-Led, Hands-On

Introduction

This course one-day, instructor-led course is an overview of Microsoft Office 365 and the latest collaboration tools in Office 365, including SharePoint, OneDrive, Office 365 Groups, Office Teams, Yammer, Planner, Stream, Forms and Flow.

Technologies for collaboration are more advanced than ever before and there are also more of them. The goal of this course is to help you understand the tools available in Office 365 and how to integrate them into your team's projects to boost productivity, engagement and innovation at work. Walking through the tools available in Office 365, will help you make sense of what is available and will help you choose the right tools for your situation helping you and your team be more productive.

This course attempts to bridge the gap for end users new to Office 365 platform as well as for more advanced users by providing a functional understanding of each application in the Office 365 suite.

At Course Completion

In this course, you will learn the following:

- Know the collaboration features available across Office 365, and how to choose the ones that are right for you and your colleagues in any given situation
- Understand the software-as-a-service (SaaS) model and how it enables users to be more productive and effective
- Discover how multi-device usability and real-time cloud synchronization can help your team collaborate anytime, anywhere, across the apps
- Find out how Planner can help you manage projects and tasks, even without a project manager
- Explore Microsoft Flow to connect applications and services and create code-less workflows

Prerequisites

To ensure your success, you will need competence in at least one of the primary applications in the Microsoft Office suite (Microsoft Word, Microsoft PowerPoint, and/or Microsoft Excel), and also competency in using the locally installed version of Microsoft Outlook for email and calendaring.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Course Materials

The student kit includes a comprehensive workbook.

Course Outline

Module 1: Getting Started

- Collaboration in the workplace
- Office 365 collaboration applications

Module 2: SharePoint Online

- Sites
- Lists and libraries
- Views
- Permissions
- Pages and web parts

Module 3: OneDrive

- Where is OneDrive located
- OneDrive sync client

Module 4: Office 365 Groups

- Where are they located?
- Discovering a group
- Creating an Office 365 group
- Components of an Office 365 group
- Deleting a group
- Office 365 Mobile app
- Retention policies for Office 365 groups

Module 5: Teams

- Using Microsoft Teams
- Walking through Teams
- Microsoft Teams mobile app

Module 6: Yammer

- Using Microsoft Yammer
- Walking through Yammer
- Yammer mobile app
- Business retrospective

Module 7: Office

- Office online overview
- Co-authoring

Module 8: Planner

- Overview of Planner interface
- Plans
- Task management
- Task ordering
- Task completion
- Planner dashboards and reporting
- Planner integrations
- Exploring the Planner app

Module 9: Stream

- Using Microsoft Stream
- Walking through Stream
- Interacting with videos
- Integrations with other Office 365 apps

Module 10: Forms

- Using Microsoft Forms
- Creating your first form
- Quizzes
- Viewing responses
- Deleting responses
- Printing form responses
- Creating a summary link

Module 11: Flow

- Overview of the Flow interface
- Creating Flows

Module 12: Making Sense of It All

- SharePoint, OneDrive, Stream
- Office
- Teams and Office 365 groups
- Yammer
- Planner, Forms, Flow