

## [AV174-OFF365]: Office 365 For End Users

Length	: 1 Day
Audience(s)	: Information Workers/Office workers
Level	: Intermediate
Technology	: Office 365
Delivery Method	: Instructor-led (Classroom)

### Course Overview

This course will teach participants the dynamics of using and working productively in the Modern Workplace with Microsoft Office 365 tools.

### Audience Profile

Information workers using digital media such as documents on computers and software on the internet on a regular basis exchanging communication via email, messaging tools and creating and storing documents as part of their work process.

### Course Outline

#### Module 1: Get started with Microsoft 365

##### Lessons

- What is Office 365?
- Navigating the Microsoft 365 portal
- Personal settings
  - Changing your password
- Install Office on your PC or Mac with Office 365\*
  - To install Microsoft Office when you sign in to Microsoft 365 for the first time
  - Deactivate an installation on either a PC or a Mac

#### Module 2: OneDrive for Business – Secured file sharing

##### Lessons

- OneDrive scenarios
- Uploading files
- Sharing files with others
- OneDrive for Business App / Sync in Windows
- Co-Authoring - simultaneous editing of documents
- File size limits and Storage Quotas
- Using online attachments in Outlook

#### Module 3: Microsoft Teams – Modern Communication and Collaboration

##### Lessons

- Team Dynamics - What is it and how does it work?
  - Getting started with Teams
  - Creating a Team

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- Private vs Public Teams
- Joining a Team
- Accessing your Teams in browser, mobile and the Teams app
- Administering Teams
- Team tabs:
  - Share OneDrive files in Office
  - Co-Authoring files
  - Send a OneDrive link as an email attachment in Outlook
  - Conversations and email
  - Scheduling meetings
  - Voice and Video calls
  - Team files
- Team limits
- Deleting Teams
- Best practices for Teams

## Module 4: Microsoft Planner

### Lessons

- Accessing Planner and creating your first Plan
- Inviting members
- Using Buckets
- Creating, assigning and updating tasks
- Viewing reports
- Planner Hub - viewing progress on tasks across plans

## Module 5: SharePoint Online

### Lessons

- Get started with SharePoint Online
- Basic tasks that users can perform in SharePoint Online
- Newsfeed and Social Features
  - Post something to everyone
  - Reply to a post in a newsfeed
  - What items appear in your newsfeed?
- Working with Lists
  - Create list in SharePoint Online using standard lists:
  - Add an item to a list
  - Add an item by using a form
  - Add or edit an item inline
  - Edit an item in a list
  - Edit an item by using a form
  - Remove one or more items from a list
- Microsoft OneDrive for Business
- Document Library Overview
  - Upload files or create files in a library
  - Uploading large files or many files to a library
  - Considerations when adding files to a library

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- Create a new file in a library
- Co-Authoring
  - Co-authoring functionality in SharePoint 2016 and SharePoint Online
  - End-user experience
  - Co-authoring support for Office
- Creating Sites
  - Create a site
  - Create a subsite
  - Introduction to sites, pages, and site collections

## **Module 6: Microsoft Forms – Data Collection made easy**

### **Lessons**

- Accessing Microsoft Forms
  - Designing forms, quizzes and surveys
  - Post something to everyone
  - Reply to a post in a newsfeed
  - What items appear in your newsfeed?
  - Question types
  - Editing and deleting questions
  - Previewing form
- Sharing and administering forms
  - Exporting results to Excel

## **Module 7: Yammer – Corporate styled Social Networking**

### **Lessons**

- What is Yammer and Social Collaboration?
- The Yammer interface
- Yammer Groups
- Administrating Yammer Groups
  - Group Privacy
  - Adding and removing members
- Social etiquette with Yammer
- Content management
- Yammer Network Administration

*\*Topics can be adjusted based on customer preference to include or exclude Office 365 features/tools.*

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