Microsoft® Office 365® Online Productivity Apps

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course builds on the foundational knowledge of the Microsoft Office 365 online apps and takes a deeper look at specific apps beyond Microsoft Word, Excel®, and PowerPoint®. Knowing that productivity often begins with assembling the right people, this course starts by introducing participants to the Teams app which is used to collaborate on shared files and conduct online meetings. Next, they are introduced to the other apps available such as Planner, Forms, Stream, Sway, and Flow. For those interested in the Power BI® and PowerApps® features, a brief overview of these apps is shown to the participants.

Target Audience

This course is intended for:

- Knowledge workers in a variety of professional situations and fields who want to explore and use the other apps to collaborate, communicate, and share resources with members of their organizations.

Prerequisites

To attend this course, candidates must have:

- Completed the *Microsoft Office 365 Online (with Teams for the Desktop)* course or have the equivalent knowledge and experience.

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Microsoft Partner

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Identify the Office 365 apps.
- Create a team and conduct online meetings with Microsoft Teams.
- Create a plan and manage team activities with Planner.
- Use Forms to create a form and collect responses.
- Post, organize and view videos in Stream.
- Use Sway to create digital stories and content.
- Automate your workflow by connecting apps with Flow.

Course Topics

Module 1: Overview of the Office 365 Apps

- Navigate in Office 365
- Identify How the Office 365 Apps Work Together

Module 2: Collaborating with Microsoft Teams

- Navigate the Teams Interface
- Create a Team
- Meet in Microsoft Teams

Module 3: Managing Activities with Planner

- Navigate the Planner Interface
- Create a Plan

Module 4: Gathering Information with Forms

- Create a Form
- Share Forms and Collect Responses

Module 5: Managing Video Resources with Stream

- Navigate the Stream Interface
- Post and Organize Videos in Stream

Module 6: Using Sway to Create Digital Stories

- Navigate the Sway Interface
- Create a Sway

Module 7: Automating Your Work with Flow

- Navigate the Flow Interface
- Create and Share a Flow

Module 8: Exploring Microsoft's Power Tools

ACTIVITIES INCLUDED