

MICROSOFT OFFICE 365 POWER USER

2021

3 jours

+ 20 ANNÉES
d'expériences
à votre service

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FORMATION

 Office 365



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**Durée:**

3 jours

Langue

Anglais

Formations dirigées par un instructeur**Objectif**

The course is designed to help Power Users and end users make the most of the Office 365 apps. Teaching you how to collaborate across the business and understand when to use what and maximize your business adoption of Office 365.

Profil population cible

The intended audience for this course are Power Users and Super users who will need to support the user base, advise on functionality and when to use what tool for the right collaboration need.

Examen de certification

Préparation pour examen : N/A

PROGRAMME





Prérequis :

No previous experience of Office 365 is required.

Plan du cours

You will be able to understand the various apps available to you through your subscription.

You can prioritize which apps to use for various business scenarios.

You will understand how the different apps integrate with each other.

You will have hands on experience configuring and using the apps.

You will be able to make informed decisions based on your own business requirements.

Module 1

An Introduction to Office 365

In this module we will give a brief overview of what Office 365 is, where the data is stored and some of the subscription choices available. We will also discuss how to access Office 365 and where it can be accessed. Leading to a discussion the benefits to the end users.

Leçons

- What is Office 365?
- Office 365 Plans
- Office 365 Apps
- Browser Support
- Getting started - Login with Office 365
- Update your Delve Profile

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Module 2

Managing Content with OneDrive

Typically, organisations work on shared drives and may also have a drive for personal files. OneDrive replaces that personal drive. We will discuss when you should use OneDrive and importantly when staff should not be using OneDrive. We will show you how OneDrive can be accessed and synchronized with your devices. We will discuss the options for sharing files and folders as well as the benefits of versions and the recycle bin. We will also look at the file details available to us for audit and search purposes.

Leçons

- Adding and organizing content
- Version History
- Deleting and restoring files
- Sharing files
- File details
- Synchronizing files to the device

Module 3

Working with Office Apps

In this module we will look at the more familiar Office Apps and discuss when you would use the local copy of the application and when you would use the browser version. We will also discuss how they integrate with the other Apps such as saving attachments to OneDrive or Groups. This module will also discuss the ways to collaborate with colleagues Co-Authoring on documents.

Leçons

- Working with emails in Outlook online
- Managing attachments
- Meeting creation
- Out of Office Rule
- Word/Excel and PowerPoint Online
- OneNote notebooks

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Module 4

Collaborate with SharePoint Online

SharePoint can be many different things to different organisations. Some will use SharePoint as it's intranet, others, as an extranet, to share content with external suppliers. Many organisations will use SharePoint as its document management tool. We will look at and discuss the different ways organisations use SharePoint Online. We will focus mainly on the document collaboration in this module.

Leçons

- Creating Team Sites
- Working with Document Libraries
- Adding metadata columns
- Working with views
- How to set an alert on a document library
- Creating News Items
- Communication sites
- Editing pages
- Adding Webparts to pages

Module 5

Working together with Groups

Office 365 Groups are an integral part of Office 365. Not all organisations utilise the collaboration abilities of these groups via Outlook. We will discuss how end users can communicate and share documents directly from Outlook. There will be a demonstration of the conversation area which is a shared mailbox, the shared calendar, the notepad and Planner as part of this module.

Leçons

- Creating groups
- Adding files
- Using the Group Calendar
- Adding members
- Adding tasks to Planner
- Using the OneNote Notebook
- Navigating to the SharePoint Site

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Module 6

Collaborate with Teams

Microsoft Teams is the new way to collaborate, providing, amongst other things, functionality from Skype for Business. It is the area where end users can work on documents with other members of a team, have conversations about the documents, set up meetings and discuss the meeting in the Team's Channel. You can also chat directly with colleagues, have video or voice calls and record meetings.

Leçons

- Create a new Team
- Add members to the Team
- Ad a new Channel
- Start a conversation within a Channel
- Add some files
- Create a Tab from a file
- Schedule a new meeting in a Channel

Module 7

Working with Video using Stream

Microsoft Stream is your corporate YouTube channel. We will discuss how we can organise our video content into groups and channels. There will be a demonstration of how to integrate video from Steam onto SharePoint Pages. We will also look at adding Stream to Teams. As part of the module we will also discuss the additional features available in Steam when you upgrade your subscription including the transcription and people finder service.

Leçons

- Uploading videos
- Channels in Stream
- Sharing content
- Following Channels

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Module 8

Engage Colleagues with Delve, Sway and Yammer

Delve allows you to find the content that's relevant to you all in one place, whether that is something that you've created or that a colleague is sharing content with you. You can also customise your own profile to make yourself easier to find. We'll look at how we can promote ourselves in Delve and utilise the search functionality of Delve to follow colleagues. Sway lets us create visual presentations utilising templates and graphics alongside content from a wide range of sources.

Leçons

- Searching for people in Delve
- Following colleagues
- Ways to create a Sway
- Sharing Sway
- Yammer Groups
- Yammer Discussions
- Creating Polls in Yammer

Module 9

Working with data using Power BI, PowerApps, Flow and Forms

Microsoft Stream is your corporate YouTube channel. We will discuss how we can organise our video content into groups and channels. There will be a demonstration of how to integrate video from Stream onto SharePoint Pages. We will also look at adding Stream to Teams. As part of the module we will also discuss the additional features available in Stream when you upgrade your subscription including the transcription and people finder service.

Leçons

- What is Power BI and what does it look like
- Using Connectors
- Using Microsoft Forms
- Using Flow and the Connectors available
- Creating Mobile Apps with PowerApps



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