Microsoft 365

Introduction
Duration: 1 Day

OVERVIEW

- Microsoft 365 (Office 365)
- Using Microsoft 365 - Online V Web
- Productivity Apps V Storage/ Collaborative Apps
- Store, Share & Collaborate on Files
- Teams, SharePoint, OneDrive
- PowerPoint, Word & Outlook

COURSE CONTENT

- With so many different ways of creating, storing & sharing files, it can be difficult to know where to start.
- Microsoft 365 includes a range of PRODUCTIVITY apps that we use to create files (Word, Excel, PowerPoint, etc) and then another range of apps that we use to STORE, SHARE & COLLABORATE on these files (OneDrive, Teams, SharePoint, etc).

In order to get the most out of your 365 subscription, it is important to know:

- How and when to use each app
- The benefits of using Web V Desktop apps
- How to use OneDrive, SharePoint & Teams together

SharePoint

- Understand the role of SharePoint in the workplace - as an online collaborative portal that offers file & data storage, version control, document approval, etc
- Create & Use Document Libraries
- Use SharePoint Search Tools to find information
- Use the functionality of a basic Team site
- Create and use a Custom list
- Use and Create a Meeting Workspace

Teams

- Get an overview of the capabilities of MS Teams & when to use the web version as opposed to the app
- Understand how it can be used effectively - as a Communication and Collaboration tool
- Online Meetings with screenshare, recording features, access to work contacts (their calendars & profiles), whiteboard, note taking, etc
- Use Messaging & Calling capabilities
- Integration with Microsoft 365 Suite
- File & Chat Storage

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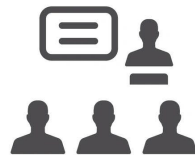e: info@mullanittraining.co.uk
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