



Education and Support for SharePoint, Microsoft 365 and  
Azure [www.combined-knowledge.com](http://www.combined-knowledge.com)

## COURSE OUTLINE

# Microsoft 365 for Power Users

Course Duration      3 Days

## Overview

This 3-day course provides detailed hands-on experience for companies looking to make the most of their Microsoft 365 licenses and the data they hold. This course looks at the different parts of Microsoft 365, including some that apps and features you may not be aware of. We will show you how you can utilise all these tools to get the full benefit of 365 as individuals and as a business. We will cover everything from the more familiar applications to the building of customised business solutions.

## Prerequisites

You do not need any prior knowledge of Microsoft 365 to attend this course.

# An Introduction to Microsoft 365

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This module is designed to introduce the benefits of websites in a business and cloud services. As a cloud service, Microsoft 365 offers businesses productivity and flexibility in the way that they work. We will discuss how to get started in Microsoft 365, navigate using the app launcher and customise personal settings to benefit your preferences. This module covers the following:

- The Power of Websites
- The Cloud Revolution
- What is Microsoft 365?
- Browser support
- Login to Microsoft 365
- App launcher
- Microsoft 365 Settings
- Introducing Microsoft 365 Groups

## Managing Content with OneDrive

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In this module, we will look at OneDrive, a location to store and manage personal files. Often, we store our own personal documents locally on our own computers or on a secured network drive. Storing data on a computer or laptop leaves the information vulnerable to data loss whereas features on a network drive are somewhat lacking. OneDrive for Business offers users a flexible way to store, edit and share their own files which typically wouldn't be stored in a public location. In this module, we will show you the rich features available in OneDrive for Business including:

- An introduction to OneDrive
- Create a Folders, Links and Files
- Upload Files
- Rename a file
- Share a file or folder
- Version History
- Copy or Move a file
- File Details
- Sorting Columns
- Switching Views

# Using Microsoft Apps for enterprise

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The modern workplace has changed so much now that staff can be working from many different locations. This means simple collaboration is more important than ever. Staff still need to be able to access all their documents, create documents, amend documents, read emails, book appointments. With Office Apps, this is all possible through a browser without the need to install the full application suite. Not only that you can co-author the documents with colleagues, seeing their amendments live and chat with them online. Discussed in this module are the following lessons:

- An introduction to Microsoft Apps for Enterprise
- Understand how to work in the browser
- Collaborate with colleagues and co-authoring
- Book a meeting on the move
- Take notes and keep them with you

## Design sites in SharePoint Online

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In our previous module, we showed users where to store and manage personal files. SharePoint Online offers a location for departments to store information such as files, events, discussions, tasks and much more. SharePoint is the foundation of enterprise content management in Microsoft 365. In this module, we will introduce SharePoint Online and show you how to familiarise yourself with a site and set up the basics including:

- An introduction to SharePoint Online
- Navigating Team Sites
- Introducing Libraries
- Introducing Lists
- Adding Apps to a site
- Social Communication Tools
- Search Tools

## Manage tasks with To Do and Planner

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From day to day we need to manage our assignments so that they are prioritised and completed with minimal delays. Tasks assignments can be personal to you or may be part of a larger project where a group of individuals are working together to achieve an outcome. In this module we will show you how to organise tasks in two ways. Using Microsoft To Do you can create, organise and manage tasks that you wish to assign to yourself. For groups of users we will show you how to set up a new plan in Microsoft Planner which is perfect for structuring, sharing and reporting on large collections of tasks. In this module we will discuss:

- What is Microsoft To Do
- Creating lists

- Adding lists to groups
- Create and manage tasks
- Using Microsoft Planner
- Accessing Planner
- The Planner home page
- Add your plans to favourites
- The plan page
- Planner buckets
- Task overview
- Assigning tasks
- Filtering tasks
- Delete tasks
- Charts

## Collaborating with Teams

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For groups of individuals that want to work together as a team either for an individual project or many projects, Microsoft Teams offers a quick way to get started. Microsoft 365 Teams brings together discussions, file management, chat, meetings and activities into a single product. Teams allows you to keep track of everything your team is doing in one place. There is also a great desktop application which gives some additional functionality. In this module we will discuss:

- Introducing Microsoft Teams
- Create and manage a team
- Keeping up to date with your team
- Store and Co-Author documents
- Chat with the entire team
- Meetings - Audio, video and screen sharing
- Inviting someone to join your Team
- Team Administration
- Teams Mobile/Desktop App

## Working with videos using Stream

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With the popularity of video streaming services, Microsoft Stream offers an organisation a location to store video content. Training videos, meeting recordings, press releases and other videos can be organised into channels within Microsoft Stream. Users can follow channels, like videos and add content to a watch later list. Videos in Stream can be exposed in many other areas of Microsoft 365 such as Sway, SharePoint Pages, Teams and more. In this module we will cover:

- An introduction to Stream
- Create channels
- Upload a video
- My watchlist
- Followed channels
- Adding videos to SharePoint Pages

## Engage Colleagues with Delve, Sway and Yammer

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This module provides an overview of how we can use a variety of apps in Microsoft 365 to benefit peer to peer engagement. Delve offers a location for you to promote yourself with an online profile, it offers you an area to gain recognition for your skills, past projects and accomplishments. Sway also offers a new storytelling experience, allowing authors to create reader-driven web-based reports, articles and more. In this module, we will also discuss Yammer, a global communications platform where discussion groups allow for focused communications that can be both public and private. In this module we will cover:

- Updating your profile in Delve
- Working with Delve tiles
- Introducing Sway
- Viewing existing Sways
- Creating a Sway from a topic
- An overview of Yammer
- Creating Yammer communities
- Yammer settings
- Posting in Yammer

## Working with data using Power BI, Power Apps, Power Automate and Forms

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Lastly, in this workshop, we will introduce you to ways you can work with your Business Data benefitting from all the tools you have at your disposal. Storing information in various locations in Microsoft 365 can be enhanced by automation, data capture, mobile working and visualising information. This is where Microsoft's power platform comes into play. We will give you an overview of the three solutions that will help users design business solutions. We will also introduce Forms, an easy to use app that allows you to build questionnaires and surveys. In this module we will cover:

- Introducing the power platform
- Present data as reports and dashboard (Power BI)
- Build your own mobile apps for business activities (Power Apps)

- Automate business processes (Power Automate)
- An introduction to Forms
- Creating Questionnaires and Surveys