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Education and Support for SharePoint, Office 365 and Azure
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COURSE OUTLINE

Office 365 for Business Users

Course Duration   3 Days

Overview

This 3-day course provides detailed hands-on experience for companies looking to make the most of their Office 365 licenses and the data they hold. This course looks at the different parts of Office 365, including some that you may not be aware of. It shows 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 Office Apps and collaborate with colleagues to the building of automated processes.

Prerequisites

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

An Introduction to Office 365

This module is designed to introduce the benefits of websites in a business and cloud services. As a cloud service, Office 365 offers businesses productivity and flexibility in the way that they work. We will discuss how to get started in Office 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 Office 365?
- Browser support
- Login to Office 365
- App launcher
- Office 365 Settings

Working with Office Apps

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 Office 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:

- Outlook
- Word
- Excel
- PowerPoint
- OneNote
- Visio
- Project
- Skype

Managing Content with OneDrive

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

Collaborate with SharePoint Online

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 Office 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

Collaborate with Teams

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. Office 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 App 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

Collaborate with Groups

Office 365 Groups bring together features such as a mailbox, calendar, SharePoint site, a Planner and more to offer project teams or departments an area to collaborate on long-term goals. Groups connect to other popular web-based servers such as Twitter and Yammer so you can keep track of everything relevant to your Group. In this module we will discuss:

- Introducing Groups
- Create and manage a group
- How to access and navigate around your group
- Conversations with your group and external users
- Working together on files
- Group Calendar
- Group OneNote Notebook
- Connecting to Other Web-Based Services
- Using Group Planner to monitor tasks

Working with Video using Streams

With the popularity of video streaming services, there are many applications for such a solution in an organisation. Training videos, meeting recordings, press releases are to name a few, similar videos can be organised into channels using 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 Office 365 such as Sway, SharePoint Pages, blogs 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

This module provides an overview of how we can use a variety of apps in Office 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 internal and external. 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
- Types of Yammer groups
- Posting in Yammer

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

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 Office 365 can be enhanced by automation, data capture, mobile working and visualising information. This is where Microsoft's power trilogy comes into play. We will give you an overview of the three solutions that will help users design business processes. 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 trilogy
- Present data as reports and dashboard (Power BI)
- Build your own mobile apps for business activities (Power Apps)
- Automate business processes (Flow)
- An introduction to Forms
- Creating Questionnaires and Surveys