



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

RAPID UPSKILL FOR OFFICE 365

Course Duration 1 Day

Overview

This 1-day course is designed for companies looking to make a smooth transition to Office 365. The course explains what Office 365 is and how it will benefit individuals and the company as a whole. The course removes the mystery of Office 365 showing practical uses for all of the Office 365 components from SharePoint Online to Delve. This course is a workshop where students will follow the instructor's demonstrations.

Prerequisites

You do not need a 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

Outlook Essentials

In a modern workplace, businesses are being offered a variety of ways to communicate and share information. We will discover new ways of working on later modules. However, emails are still a prominent and traditional means of internal and external communications. Outlook offers Office 365 users a location to access and manage their mailbox, as well as review and book events in their own calendar and view shared calendars. Users can also access their contacts and tasks. A web version of Skype for Business is also available through the web browser while using the Outlook app which allows instant messages to be sent to colleagues. Discussed in this module:

- An introduction to Outlook
- Mail
- Calendar
- People
- Tasks
- Skype for Business

Manage Files in 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

Collaboration in 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

Promote Videos in Stream

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

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 and an individual. As 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. Covered in this module are how to:

- Update your profile in Delve
- Working with Delve tiles
- Introducing Sway
- Viewing existing Sways
- Create a Sway from a topic
- An overview of Yammer
- Types of Yammer groups
- Posting in Yammer

Office 365 Groups and Microsoft Teams

To pull together various benefits of Office 365, there are some useful platforms for short term and long term collaboration. 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. For groups of individuals that want to spend less time planning a collaboration area as their deliverables may be more short-term, Microsoft Teams offers a quick way to get started. Like Office 365 Groups, Teams brings together discussions, file management, chat, meetings and activities into a single product. In this module we will discuss:

- Introducing Office 365 Groups
- Where are Office 365 Groups used
- Using Planner to manage tasks
- Introducing Microsoft Teams
- Create and manage a team

Power BI, PowerApps and Flow

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. In this module, we will be giving you an overview of the three solutions that will help users design business processes. Power BI offers a means to present raw data as reports and dashboards. PowerApps allows you to build apps for mobile devices, offering forms and visuals to support a variety of business activities. Flow can be used to automate what might be manual processes such as approvals, updates, communications and more. We include the following topics in this module:

- Introducing the power trilogy
- Power BI for analytics
- PowerApps for mobile apps
- Flow for automation

Building Surveys with Forms

Lastly, in this workshop, we will introduce and demonstrate Forms, an app that is handy for building questionnaires and surveys. Easily add questions to your form and choose from a diverse selection of ways to respond. Forms offer generic and custom themes to help brand your creation and once ready; the form can be embedded into a variety of areas in Office 365. Covered in this last module are the following topics:

- An Introduction to Forms
- Working with Forms
 - Creating a Form and adding questions
 - Update the theme
 - Preview on computer or mobile
 - Share or embed a Form