## Course Overview – 1-day course

Microsoft 365 is the suite of Apps that covers Office 365 and other tools. This course will be highly beneficial for employees where Microsoft 365 has recently been rolled out. It will help to support understanding and adoption of the applications and productivity tools available in the suite.

Our Microsoft 365 Intermediate course introduces effective use of:

| Application | Time Allocated |
| --- | --- |
| Teams | 40% |
| Lists | 15% |
| Forms | 15% |
| SharePoint | 15% |
| Sway | 15% |

Detailed course outline below.

In this course you will build on your foundational knowledge of Microsoft 365.

You will learn how to extend the basics of Teams as a Team's Owner; learn more techniques for using meetings effectively; extend Teams with other types of apps; work with data in Lists; create Forms to get feedback effortlessly with surveys, polls, and quizzes; use Sway to easily create and share interactive reports, personal stories, presentations and interactive manuals; and understand the structure of SharePoint and how it relates to the other tools for file storage, collaboration and communication.

## Detailed Content

### Introduction

Overview of Microsoft 365

### Creating a Team

Create a Private Team
Private Teams V Public Teams
Team Members & Owners
Structure of a Team
Channels
Tabs
Keyboard shortcuts
Personal settings

### Working with Teams

Get a link to a team
Get a link to a channel
Links for non-team members

### Approvals in Teams

Creating a Basic Approval
Request
Custom Responses in
Approvals
Approval Templates
Create an Approval Form from
a Template
Assign an Approval to a Team
Export Approval Records

### Meetings Organisation in Teams

Make a Test Call
Send a Meeting Link
Setting Meeting Options
Meeting Lobby
Meetings Apps
Pre-loading Polls in a Meeting
Meeting Notes
Using Whiteboard
Using PowerPoint Live
Recording Meetings
Transcripts
Gallery & Together Mode
Using Breakout Rooms
Downloading Attendance List

### Apps in Teams

Apps in Microsoft Teams
Chat and Channel Tab Apps
Channel Calendars
Bot Apps
Using the MS Forms Channel
Bot
Creating a quick poll with the
Forms Bot
Connector Apps
Adding an RSS Connector
Modifying a Connector
Messaging Apps
Adding a Messaging App
Personal Apps

### Managing a Team

Managing Team Members
Pending requests to join a
team
Guests in Teams
Limitations for Guests
Restricting Guests via
Administration
Settings for a Team
Uploading a Team Picture
Member permissions
Default permissions
Guest permissions
@mention settings
Turn off @mentions
Fun stuff
Emojis
Stickers
Animated GIFs
How a Team code works
Reset a code
Remove a code
Using a Team Code
Archive your team
Read only archived team
Restore an archived team

### Microsoft Lists

What are Microsoft Lists?

Create a List from a Template
Add List Items
Create Views of a List
Version History in Lists
Create a List from Scratch
Create new Columns in a List
Edit List Settings
Where are Lists stored?
Share a List
Delete a List
Lists in Teams

### Forms

Introduction to Forms
The Forms landing page
Create a Form
The Microsoft and Forms
portals
Create a Form in Teams
Edit a Form in Teams
Create a title, add an image
and change the Theme of the
Form in Teams
Adding Questions to the Form
Question types
Toggle mandatory questions
Edit a Form on the web
Change the order of questions
Form settings
Open the Form to all users
Set an end date on the Form
Add a Thank You message to
the Form
Share the Form Web Links, QR
codes, and other sharing
options
Verify the Form is accessible to
all users
Access the Form in Teams
Form Results tab

### SharePoint Online

Viewing the SharePoint Team
Site
Creating Communication Sites
Creating new SharePoint
Libraries

Differences between working in Teams Files and SharePoint Libraries
Uploading Files to a SharePoint Library
Setting an Alert on a Library
Adding a SharePoint Library to a Teams Channel Tab
SharePoint Lists
Creating News Posts

## Sway
Introduction to Sway
Accessing Sway
Sway Examples
Sway from a topic
View a Sway
Sway from an existing document
Sway from a template
Create a Sway from Blank
Adding formatting and images to the title
Adding heading cards to Sway
Navigating and Keyboard Shortcuts
Add other cards to the Sway
Embed content in sway Groups of cards
Group types
Sharing the sway
Deleting a Sway

## Microsoft 365 Groups
What is a Microsoft 365 Group?
Creating a new Microsoft 365 Group
Creating a new Team from a Microsoft 365 Group
Group Calendar
Group Email
Other Group Resources
Group Email v Teams Posts
Group SharePoint Site and Files
Deleting a Group