Microsoft 365 Introduction to Web Apps

skilltec training
Moving forward in knowledge and training

Course Code	MS365IWA
Duration	1 day

Overview
This course is an introduction to Microsoft 365 in a cloud-based environment and will introduce delegates to the Microsoft 365 Web Apps toolkit.

Audience
This course is intended for delegates in a variety of roles who have competence in a desktop-based version of Microsoft Office and who are now moving to a collaborative cloud-based Microsoft 365 environment.

Learning Objectives
By actively participating in this course, you will learn about the following:

- Navigate and customise the Microsoft 365 environment.
- Use the core Microsoft 365 Apps including Delve.
- Use OneDrive as a cloud-based storage platform for saving and managing files.
- Use Office On-line to work together in Microsoft 365.
- Learn about Microsoft 365 Groups.

Pre-Requisites
To be successful in this course, you will need to be competent in at least one of the primary applications in the MS Suite (Excel/Word/PowerPoint), and in using the locally installed version of MS Outlook.

Course Contents

What is Microsoft 365?
- Core Components
- Log in and Sign out process

Overview of key Microsoft 365 Apps
- SharePoint Online (SPO)
- Teams
- Yammer
- Outlook Online
- Power Automate
- DELVE

OneDrive for Business
- Difference between OneDrive for Business and a SharePoint site
- To get OneDrive for Business

- Sync OneDrive for Business to your PC

Microsoft OneNote

Use Office On-line to work together in MS365
- Collaborate with Word
- Collaborate on Excel workbooks at the same time with Co-authoring
- Work together on PowerPoint presentations

Microsoft 365 Groups
- What are Microsoft 365 Groups.
- Create a Group in Outlook
- Create a Team Site in SharePoint
- Customise your SharePoint site

Further Information
For more information or to book this course, please contact our Course Enquiries Team on
01752 227330 (Option 2) or email us at enquiries@skilltec.co.uk.