



Microsoft Office 365 Online Productivity Apps

Course ID #: 7000-700-ZZ-Z

Hours: 7

Course Content

Course Description:

In this course, you will build on your foundational knowledge of the Microsoft® 365 core apps and take a deeper look at some of the productivity apps beyond Microsoft Word, Excel®, and PowerPoint®. Knowing that productivity often begins with assembling the right people, this course starts with the Teams® app that is used to collaborate on shared files and conduct online meetings. The connection between Planner and Teams is established to keep the group's work on schedule. The Forms app is introduced as a tool for collecting information that can be used to help determine your next course of action. The apps designed to handle media assets are introduced: Stream to manage video resources and Sway® to create digital stories. Finally, the power of automating your work processes is introduced in Power Automate, with students using the built-in templates as a starting point. For those interested in the Power BI® and Power Apps® features, a brief overview of these apps is included in an appendix.

Course Objectives:

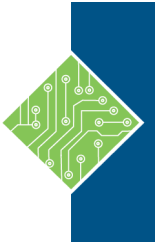
In this course, you will use the Microsoft 365 productivity apps to work collaboratively with others.

You will:

- Identify the Microsoft 365 apps.
- Create a team and conduct online meetings with Microsoft Teams.
- Create a plan and manage team activities with Planner.
- Use Forms to create a form and collect responses.
- Post, organize, and view videos in Stream.
- Use Sway to create digital stories and content.
- Automate your workflow by connecting apps with Power Automate.

Prerequisites:

To ensure your success, you will need to be familiar with the Windows® operating system and a web browser. You also need to have a basic understanding and experience working with the core Office for the Web applications, including Outlook® on the Web, SharePoint®, and OneDrive®.



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Topics:

Lesson 1: Overview of the Microsoft 365 Apps

- Topic A: Navigate the Microsoft 365 Environment
- Topic B: Identify How the Microsoft 365 Apps Work Together

Lesson 2: Collaborating with Microsoft Teams

- Topic A: Navigate the Teams Interface
- Topic B: Create a Team
- Topic C: Meet in Microsoft Teams

Lesson 3: Managing Activities with Planner

- Topic A: Navigate the Planner Interface
- Topic B: Create a Plan

Lesson 4: Gathering Information with Forms

- Topic A: Create a Form
- Topic B: Share Forms and Collect Responses

Lesson 5: Managing Video Resources with Stream

- Topic A: Navigate the Stream Interface
- Topic B: Post and Organize Videos in Stream

Lesson 6: Using Sway to Create Digital Stories

- Topic A: Navigate the Sway Interface
- Topic B: Create a Sway

Lesson 7: Automating Your Work with Power Automate

- Topic A: Navigate the Power Automate Interface
- Topic B: Create and Share a Flow

Appendix A: Exploring Microsoft's Power Tools

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