

Course duration

- 1 day

Course Benefits

- Learn to identify the Office 365 apps.
- Learn to create a team and conduct online meetings with Microsoft Teams.
- Learn to create a plan and manage team activities with Planner.
- Learn to create a form and collect responses.
- Learn to post, organize, and view videos in Stream.
- Learn to use Sway to create digital stories and content.
- Learn to automate your workflow by connecting apps with Flow.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Overview of the Office 365 Apps
 1. Navigate in Office 365
 2. Identify How the Office 365 Apps Work Together
2. Collaborating with Microsoft Teams
 1. Navigate the Teams Interface
 2. Create a Team
 3. Meet in Microsoft Teams
3. Managing Activities with Planner
 1. Navigate the Planner Interface
 2. Create a Plan
4. Gathering Information with Forms
 1. Create a Form
 2. Share Forms and Collect Responses
5. Managing Video Resources with Stream

1. Navigate the Stream Interface
2. Post and Organize Videos in Stream
6. Using Sway to Create Digital Stories
 1. Navigate the Sway Interface
 2. Create a Sway
7. Automating Your Work with Flow
 1. Navigate the Flow Interface
 2. Create and Share a Flow

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Microsoft Office class:

- Foundational knowledge of the Microsoft Office 365 online apps.