

Microsoft 365

Getting the most out of the functionality available

1 full day

Microsoft 365 is far more than a set of Microsoft applications. It provides you with tools that allow you to create, collaborate and communicate seamlessly within your teams, making you more efficient and productive. It enables you to share documents with colleagues across your organization as well as supplier and clients externally. Users can easily collaborate on projects and processes in real time, saving money and decreasing lead times, empowering teamwork in new and fulfilling ways.

Objectives

This presentation will take you through all the facilities available with a Microsoft subscription and explains clearly what each one does. The aim is to help you get the most out of Microsoft 365 by covering the following topics.

Presentation Outline

- Understanding your Microsoft 365 Subscription
- Using Teams
- Understanding SharePoint
- Using OneDrive
- Using Forms
- Using OneNote
- Using Bookings
- How Word, Excel, powerpoint and outlook collaborate and integrate with the above
- Other Microsoft applications, such as To Do, Planner, Edge, Phone Link, Whiteboard and Microsoft Store

Equipment required

On-site, the trainer will require a projector/screen to connect to a laptop and Internet access. The delegates must have a good Internet connection, have a laptop or PC with Office 365 installed and be ready prior to the start of the course. It is recommended that the delegate brings pen and paper although a handout will be provided.