



55283: Microsoft® Office 365® Power User

Duration: 3 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is designed to help power users and end-users make the most of the Office 365 apps. It will teach participants how to collaborate across the business and understand when to use which of the Office 365 apps. This will help maximize your business adoption of Office 365 which is also known as Microsoft 365®.

Target Audience

This course is intended for:

- Power Users and Super Users who will need to support their user base and advise on functionality and when to use what tool for the right collaboration need.

Prerequisites

To attend this course, candidates must have:

- Basic computer knowledge.
- Basic Microsoft Office skills.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand the various apps available to them through their subscription.
- Prioritize which apps to use for various business scenarios.
- Understand how the different apps integrate together.
- Configure and use each of the apps.
- Make informed decisions based on their business requirements.

Course Topics

Module 1: An Introduction to Office 365

- What is Office 365?
- Office 365 Plans
- Office 365 Apps
- Browser Support
- Getting Started – Login with Office 365
- Update Your Delve® Profile



Course Topics *Continued*

Module 2: Managing Content with OneDrive®

- Adding and Organizing Content
- Version History
- Deleting and Restoring Files
- Sharing Files
- File Details
- Synchronizing Files to the Device

Module 3: Working with Office Apps

- Working with E-Mails in Outlook® Online
- Managing Attachments
- Meeting Creation
- Out of Office Rule
- Word, Excel® and PowerPoint® Online
- OneNote® Notebooks

Module 4: Collaborate with SharePoint® Online

- Creating Team Sites
- Working with Document Libraries
- Adding Metadata Columns
- Working with Views
- How to Set an Alert on a Document Library
- Creating News Items
- Communication Sites
- Editing Pages
- Adding Web Parts to Pages

Module 5: Working Together with Groups

- Creating Groups
- Adding Files
- Using the Group Calendar
- Adding Members
- Adding Tasks to Planner
- Using the OneNote Notebook
- Navigating to the SharePoint Site

Module 6: Collaborate with Teams®

- Create a New Team
- Add Members to the Team
- Add a New Channel
- Start a Conversation Within a Channel
- Add Some Files
- Create a Tab from a File
- Schedule a New Meeting in a Channel

Module 7: Working with Video Using Stream®

- Uploading Videos
- Channels in Stream
- Sharing Content
- Following Channels

Module 8: Engage Colleagues with Delve, Sway® and Yammer®

- Searching for People in Delve
- Following Colleagues
- Ways to Create a Sway
- Sharing Sway
- Yammer Groups
- Yammer Discussions
- Creating Polls in Yammer

Module 9: Working with Data Using Power BI®, PowerApps®, Flow and Forms

- What is Power BI and What Does It Look Like
- Using Connectors
- Using Microsoft Forms
- Using Flow and the Connectors Available
- Creating Mobile Apps with PowerApps

LABS INCLUDED

