

OFFICE 365 FOR POWER USERS

Course Duration: 3 Days

Overview

This course delivers an instructor-led walk through of the applications available in an Office 365 tenant. The students will get an in-depth look at the core applications and get hands on labs on configuring and using the apps.

During the course there will be examples of how the apps integrate with each other to maximize the value of your Office 365 subscription and simplify workplace tasks. As well as the apps there will be discussions about how to make the most of the product suite, this will give the Power User the knowledge of what tools are available and when to use what.

The course will not only show how to use the apps, but also help with decisions about who would use the apps and when they would use them. The aim is to ensure that power users get the maximum benefit from their Office 365 subscription.

Audience Profile

The intended audience for this course is Power Users and Super users who will need to support the user base, advise on functionality and when to use what tool for the right collaboration need.

At Course Completion

You will be able to understand the various apps available to you through your subscription. You can prioritize which apps to use for various business scenarios.

You will understand how the different apps integrate with each other. You will have hands-on experience configuring and using the apps

You will be able to make informed decisions based on your own business requirements.

Outline

Module 1: An Introduction to Office 365

Introduction: In this module we will give a brief overview of what Office 365 is, where the data is stored and some of the subscription choices available. We will also discuss how to access Office 365 and where it can be accessed, leading to a discussion of the benefits to the end users.

- What is Office 365?
- Office 365 Plans
- Office 365 Apps
- Browser Support
- Getting started – Login with Office 365
- Update your Delve Profile

Module 2: Managing Content with OneDrive

Introduction: Typically, organizations work on shared drives and may also have a drive for personal files. OneDrive replaces that personal drive. We will discuss when you should use OneDrive and importantly when staff should not be using OneDrive. We will show you how OneDrive can be accessed and synchronized with your devices. We will discuss the options for sharing files and folders as well as the benefits of versions and the recycle bin. We will also look at the file details available to us for audit and search purposes.

Labs:

- Create a folder and add content
- Create and change a file in the browser
- Version History
- File deletion
- Sharing files
- File details
- Synchronizing files to the device

Module 3: Working with Office Apps

Introduction: In this module we will look at the more familiar Office Apps and discuss when you would use the local copy of the application and when you would use the browser version. We will also discuss how they integrate with the other Apps such as saving attachments to OneDrive or Groups. This module will also discuss the ways to collaborate with colleagues Co-Authoring on documents.

Labs:

- Create an email in Outlook online
- Add an attachment to an email
- Create a meeting
- Set up an Out of Office Rule
- Create a Work online Document
- Create a OneNote Notebook – Share the notebook

Module 4: Collaborate with SharePoint Online

Introduction: SharePoint can be many different things to different organizations. Some will use SharePoint as their intranet, others, as an extranet, to share content with external suppliers. Many organizations will use SharePoint as their document management tool. We will look at and discuss the different ways organizations use SharePoint Online. We will focus mainly on the document collaboration in this module. We will look at the benefits of adding metadata to documents and how that metadata can be utilized to create different views of the data, as well as sorting and filtering data. We will show you what can be achieved with alerts, workflows, and document approval. We will also discuss how to share documents internally and externally. Finally, we turn to Communications sites and look at editing pages and adding web parts.

Labs:

- Create a new Team site
- Create a new Document Library
- Adding metadata columns
- Working with views
- Setting up an alert
- Creating a news page
- Create a Communication site
- Editing pages
- Adding a news web part

Module 5: Working together with Groups

Introduction: Office 365 Groups are an integral part of Office 365. Not all organizations utilize the collaboration abilities of these groups via Outlook. We will discuss how end users can communicate and share documents directly from Outlook. There will be a demonstration of the conversation area which is a shared mailbox, the shared calendar, the notepad, and Planner as part of this module. We will also discuss the other apps that are created when a 365 Group is created. Finally, we will discuss when it may be appropriate to collaborate with Groups.

Labs:

- Create a new group
- Upload a file
- Add a meeting to the group calendar
- Add members
- Add tasks to Planner
- Navigate to the OneNote notebook

Module 6: Collaborate with Teams

Introduction: Microsoft Teams is the new way to collaborate, providing, amongst other things, functionality from Skype for Business. It is the area where end users can work on documents with other members of a team, have conversations about the documents, set up meetings and discuss the meeting in the Team's Channel. You can also chat directly with colleagues, have video or voice calls and record meetings. The idea around Teams is to be able to find all the information relating to a specific aspect of a project or team in one place. During this module there will be a demonstration of each aspect of Teams and a discussion on why and how you may utilize it as an organization.

Labs:

- 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

Module 7: Working with Videos Using Stream

Introduction: Microsoft Stream is your corporate YouTube channel. We will discuss how we can organize our video content into groups and channels. There will be a demonstration of how to integrate video from Stream onto SharePoint Pages. We will also look at adding Stream to Teams. As part of the module, we will also discuss the additional features available in Stream when you upgrade your subscription including the transcription and people finder service.

Labs:

- Upload a video to Stream
- Create a Channel
- Add your video to the Channel
- Follow a Channel

Module 8: Engage Colleagues with Delve, Sway & Yammer

Introduction: Delve allows you to find the content that is relevant to you all in one place, whether that is something that you have created or that a colleague is sharing content with you. You can also customize your own profile to make yourself easier to find. We will look at how we can promote ourselves in Delve and utilize the search functionality of Delve to follow colleagues. Sway lets us create visual presentations utilizing templates and graphics alongside content from a wide range of sources. These webpages are then shareable internally and externally. Yammer is a corporate social area that can be used to talk to internal and external groups. Files can be shared and additional social features such as polls allow us to communicate with large groups of people and quickly gain feedback.

Labs:

- Amend your profile in Delve
- Follow a colleague
- Create a Sway from a word document
- Share the Sway with a colleague
- Set up a group in Yammer
- Create a Poll

Module 9: Working with Data Using Power BI, Power Apps, Power Automate and Forms

Introduction: Storing information in various locations in Office 365 can be enhanced by automation, data capture, mobile working, and visualizing information. Known as the Power Trilogy, Power BI offers a means to present raw data as reports and dashboards. PowerApps allows you to build apps for mobile devices, offering forms and visuals to support a variety of business activities. Flow can be used to automate what might be manual processes such as approvals, updates, communications and more. Forms allow you to set up surveys and quizzes for individual or group use, so you can quickly get feedback from end users. During the module you will see a demonstration of how PowerApps can be used to customize forms in SharePoint and then to create a mobile app to update a SharePoint List.

Labs:

- Look in Power BI and investigate some of the templates available to you
- Create a feedback form
- Create a Flow that sends an email based on your form