Training: Microsoft
MS-55283 Microsoft Office 365 Power User

Microsoft Partner

TRAINING GOALS:

The course is designed to help Power Users and end users make the most of the Office 365 apps. Teaching you how to collaborate across the business and understand when to use what and maximize your business adoption of Office 365.

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.

Audience profile:

The intended audience for this course are 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.

CONSPECT:

- 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
  - Lab: Getting started with Office 365
- Module 2: Managing Content with OneDrive
  - Adding and organising content
  - Version History

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- Deleting and restoring files
- Sharing files
- File details
- Synchronising files to the device
- Lab: Managing Content with OneDrive

- Module 3: Working with Office Apps
  - Working with emails in Outlook online
  - Managing attachments
  - Meeting creation
  - Out of Office Rule
  - Word / Excel and PowerPoint Online
  - OneNote notebooks
  - Lab: Working with Office Apps
- 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 Webparts to pages
  - Lab: Collaborating with SharePoint Online
- Module 5: Working together with Groups
  - Creating groups
  - Adding files
  - Using the Group Calendar
  - Adding members
  - Adding tasks to Planner
  - Using the One Note Notebook
  - Navigating to the SharePoint Site
  - Lab: Collaborating with Groups
- Module 6: Collaborate with Teams
  - Creating Teams
  - Adding members to the Team

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- Adding Channels
- Chat vs Conversations
- Adding files
- Tabs
- Scheduling Meetings
- Lab: Collaborating with Teams

- Module 7: Working with Video using Stream
  - Uploading videos
  - Channels in Stream
  - Sharing content
  - Following Channels
  - Lab: Working with Video Using Stream
  - 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
  - Lab: Engage colleagues with Delve, Sway & 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
  - Lab: Working with data using Power BI, PowerApps, Flow & Forms
  - 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

REQUIREMENTS:

No previous experience of Office 365 is required

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Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training

TRAINER:

Microsoft Certified Trainer

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