

# Microsoft 365 Productivity Tools



Participants on this Microsoft 365 Productivity Tools 1 day course will be introduced to the collaborative features and the fundamental elements of Microsoft 365, including SharePoint, OneDrive, Microsoft Teams and Planner.

The course assumes no prior knowledge of Microsoft 365 Applications, however, people with limited exposure to the software and those who are currently working with documents created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Introduction to SharePoint

- What is SharePoint
- What are Libraries
- Accessing a SharePoint Sites
- The SharePoint Interface

### SharePoint Permissions

- Default Permission Groups
- Understanding Inheritance
- Site Permissions

### SharePoint Libraries

- Library Overview
- Sorting and Filtering Libraries
- Changing and Viewing Libraries

### Working with Documents

- Documents Overview
- Opening Library Documents
- Emailing a Link
- Deleting Files
- Document Versions
- View or Restore an Earlier Version

### Introduction to OneDrive

- Add Files from Your Computer
- Add Files using the OneDrive Website
- Creating, Editing, and Sharing Documents
- Collaboration with Co-Authoring

### Microsoft Teams

- Create a Team
- Managing a Team
- Create a Channel
- Working on documents together
- Scheduling and setting up a meeting
- Starting a meeting
- Recording a meeting
- Use Meeting Notes
- Sharing Content including screens

### Microsoft Planner

- Understanding the Task Board
- Creating a Plan
- Adding Tasks
- Assigning Tasks
- Charting Progress
- Adding Plans to Teams

“ *Instructor was fantastic - good mix of presenting and allowing the group to undertake practical tasks.* ”

*Right amount of questions of the group balanced nicely with the general presentation.*

D. Matthews