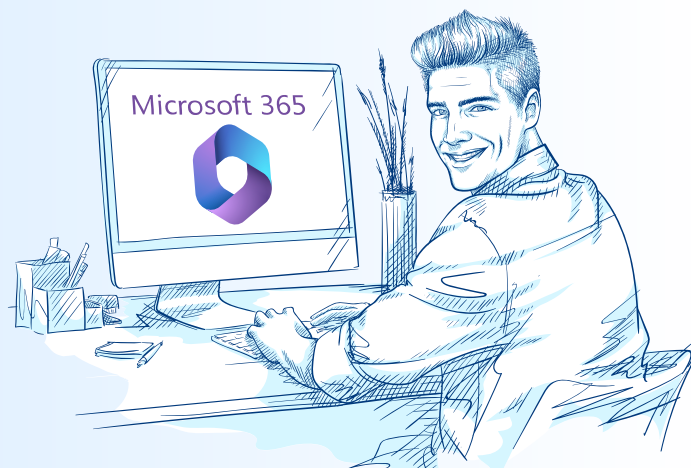


Microsoft 365 Productivity Tools


Ever found yourself overwhelmed by cloud-based productivity tools? This Microsoft 365 course transforms beginners into confident power users.

Whether you're new to the platform or have basic experience, you'll discover essential features to streamline your work and boost productivity.




What You'll Get With This Course

 **Live Instructor-Led Training**
Highly experienced and approachable trainers

 **Comprehensive Materials**
PDF manual and training files included!

 **eCertificate of Completion**
Proudly recognise your achievement

 **Lifetime Support**
Expert help, always within reach

Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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