

Ref. : En_EB365MICv2

Microsoft 365

The collaborative work environment (v2)

Aim

Take full advantage of the new work environment offered by Microsoft, in order to increase productivity by learning new work processes based on the online services, collaborative work and information sharing.

Target audience

Any user who would like to discover of further their knowledge concerning the Office 365 features

Level required

No prior knowledge of Office 365 is necessary

Estimated time to complete the essential modules

10h15

(the video sequences last 2 to 5 minutes, on average)

Course content

► The essential modules

Microsoft 365 : Environment, OneDrive for Business and SharePoint Online (v1)



MEDIAplus
eLearning

This module offers interactive training consisting of 20 training videos, 20 exercises and 8 additional resources.

Discover the Office 365 environment

- You need to know: About Office 365
- The Office 365 interface
- The profile page (Delve)
- Managing the details and the profile page

Manage your files in OneDrive for Business

- You need to know: About OneDrive for Business
- Creating a folder, a file and adding files
- You need to know: Saving a file to OneDrive from an Office application
- Displaying, opening and editing a file stored in OneDrive
- Managing OneDrive files
- Moving or copying files
- You need to know: Syncing OneDrive files
- Sharing a file or a folder
- Generating a file's access link

Take advantage of SharePoint Online's team sites and libraries

- You need to know: About SharePoint Online
- SharePoint team sites
- The SharePoint libraries
- Creating a folder or a file, and adding files to a library
- You need to know: Syncing files from a SharePoint library
- You need to know: Saving a file to a library from an Office application
- Displaying, opening and editing a file in a library
- Renaming or deleting a library's files
- Moving or copying files
- Checking a file out and in

- Managing a file's different versions
- Sharing a file or a folder
- Generating a file's access link
- Creating an alert for a file, folder or library

Teams - Teamwork with Microsoft 365 (v3) (with practical exercises)



Video

This module provides educational videos of a total duration of 2:14h.

Overview

- Introduction to Teams in the Microsoft 365 environment
- About the Teams interface
- Good practices when using Teams

Teams and channels

- Team membership and creation
- Editing and deleting a team
- Team setup
- Managing team members
- Channel management
- Managing tabs
- Channel posts
- Attachments and fun stuff
- Announcements and compliments
- Cross-posting
- Replying and managing messages
- Using mentions and tags
- Closing a team
- Good practices: team goals, identity and management
- Good practices: structuring the team into channels
- Good practices: facilitating and closing the team
- Module 2 Exercise Statement - Teams and channels
- Module 2 Exercise Solution - Teams and channels

Chats and calls

- The chat
- Audio and video calls
- Good practices for chats and calls

Teamwork with files

- Reaching the files
- Uploading, creating and editing a file in a channel
- Managing channel files and folders
- Teamwork with files
- Notebooks
- Good practices for teamwork around files
- Module 4 Exercise Statement - Teamwork and files
- Module 4 Exercise Solution - Teamwork and files

Organising and taking part in remote meetings

- Creating and accessing an instant meeting
- Taking part in a meeting
- Scheduling a meeting
- Breakout rooms
- Meeting minutes and attendance report
- Recording a meeting
- Good practices for organising and taking part in remote meetings

Becoming more efficient

- Finding content and people
- Status, notifications and workflow
- Managing the Teams settings

- Good practices to improve personal efficiency

Outlook for the web - Microsoft 365's web messaging service (v2)



This module offers to view a video lasting 01 hour and 22 minutes.

Sending and receiving messages

- About Outlook Online
- Creating and sending a message
- Managing a message's recipients
- Attaching a file to a message
- Defining a message's importance and type
- Message tracking
- Received messages
- Reading a message
- Replying to and transferring a message
- Managing received attachments

Managing messages

- Finding messages
- Sorting/filtering messages
- Managing the messaging service's folders
- Selecting messages
- Moving or copying messages
- Managing important messages
- Deleting messages
- Managing junk email
- Managing mail while absent

Managing contacts

- About the People app
- Creating a contact
- Managing contacts
- Creating and managing a contacts list
- Finding contacts
- Creating or joining an Office 365 group
- Managing an Office 365 group

The Calendar

- About the Calendar app
- Changing the calendar display
- Creating/Editing an appointment or event
- Organising and managing meetings
- Replying to a meeting invitation
- Sharing a calendar
- Opening a shared calendar

Office for the web: The Microsoft 365 web apps (v3)



Video

This module offers to view a video lasting 01 hour and 25 minutes.

Office for the web

- Introduction
- Managing files in the web apps

Word

- About Word for the web
- The main features
- The web version's specificities
- The web version's extra features

Excel

- About Excel for the web
- The main features
- The web version's specificities
- The web version's extras: online surveys
- The web version's extras: scripts

PowerPoint

- About PowerPoint for the web
- The main features
- The web version's specificities

Sharing and co-editing files

- Sharing files with co-workers
- Finding files shared with me and shared by me
- Managing a file's share
- Discussing a file with comments
- Co-editing a file
- Working while tracking changes

OneNote for the web: Create and share your notes



Video

This module offers to view a video lasting 28 minutes.

Creating notes and notebooks

- About OneNote for the web
- Creating your first notebook
- Adding text to a note
- Inserting different items into a note
- Dictating a note
- Taking handwritten notes
- OneNote Web Clipper

Optimising notes, notes pages and notebooks

- Structuring a notes page
- Organising a notes page, section or notebook
- Finding notes
- Managing notes
- Unlocking a protected note

Collaborating on notes

- Sharing notes
- Managing a shared notebook's changes and versions
- Using OneNote in Teams

Microsoft 365: the use cases (v2)

Mobility, online meetings and collaborative work



This module offers to view a video lasting 01 hour and 27 minutes.

Working mobile

- Accessing key tools and data while out of the office using a smartphone or tablet
- Giving a presentation using a tablet
- Working offline with a portable computer or a Surface tablet
- Taking notes during an off-site meeting and exploiting them
- Desktop, mobile or web apps: which are best while mobile?

Organising, participating in and leading a remote meeting

- Organising a meeting and tracking the invitations
- Easily organising and taking part in a distance meeting
- Co-creating a meeting report

Working together on a project

- Sharing many large files
- Gathering contributor opinions and needs for a project
- Organising and planning a project's tasks
- Co-creating a project deliverable Proper management of project documentation using Teams

Individual efficiency

- Knowing a co-worker's availabilities and choosing the best tool to contact them
- Time management
- Finding specific information or files

► Complementary material

Copilot for Microsoft 365 - Use cases and best practices



This module provides educational videos of a total duration of 1:53h.

- **Discover Copilot**
 - What is Copilot?
 - How to access Copilot
 - Copilot and data confidentiality
 - Copilot on the Web
 - Copilot in Bing
 - Copilot in Microsoft Edge
 - Copilot for Microsoft 365
 - Copilot Pages
- **Copilot for Word**
 - Writing
 - Rewriting
 - Summarising
 - Other functions
- **Copilot for Excel**
 - Getting started with Copilot in Excel
 - Creating formulas
 - Analysing data
 - Displaying data
- **Copilot for PowerPoint**
 - Getting started with Copilot in PowerPoint
 - Creating a presentation

- Enhancing a presentation
- Organizing a presentation
- Extracting information from a presentation
- **Copilot for Teams**
 - Getting started with Copilot in Teams
 - Using Copilot in your chats
 - Using Copilot in Team meetings
- **Copilot for Outlook**
 - Drafting or improving an email
 - Summarising a message or discussion
- **Copilot in other applications**
 - Copilot in Forms
 - Copilot in WhiteBoard
 - Copilot in OneNote
 - Copilot in OneDrive
- **Write effective prompts**
 - Adopting best practices
 - Adapting prompts to your needs
 - Structuring your prompts

Planner - Managing tasks and projects from Teams (v2)



Video

This module provides educational videos of a total duration of 43 minutes.

- **Discover Planner**
 - About Planner
 - Getting started with Planner
- **Creating a plan and managing tasks**
 - Creating a personal plan
 - Team plans
 - Sharing a plan
 - Creating tasks
 - Managing tasks and buckets
 - Adding details to a task
 - Task checklist
 - Managing labels
 - Deleting a task or a plan
 - Managing tasks in Grid view
- **Getting organised with Planner**
 - Planning your day with My Day
 - Managing your private tasks
 - Managing your plans
- **Working on a plan as a team**
 - Starting a discussion about a task in the comments
 - Adding files to a task
- **Tracking a plan**
 - Tracking a plan's progress
 - Tracking tasks with Schedule view
 - Filtering and grouping tasks to track progress