Microsoft Office 365 Power User
Course: 55283
Length: 3 Days

About this Course

The course is designed to help Power Users and end users get the most out of Office 365 applications. It teaches you how to collaborate across the enterprise and understand when to use what and maximize your company's adoption of Office 365.

Prerequisites

No previous Office 365 experience is required.

Attendee Profile

The attendee to this course are Power Users and Super Users who will need to support the user base, advise on functionality and when to use which tool for the need for proper collaboration.

Skills obtained

- You will be able to understand the different applications available through your subscription.
- You'll be able to prioritize which apps to use for different business scenarios.
- You'll understand how different apps integrate with each other.
- You will have practical experience in the configuration and use of the applications.
- You will be able to make informed decisions based on your own business requirements.

Course outline

Module 1: Get started with Office 365

In this module we will give a brief summary of what Office 365 is, where the data is stored, and some of the subscription options available. We'll also discuss how to access Office 365 and where it can be accessed. The advantages for end users will be discussed.

Lessons

- What is Office 365?
- Office 365 plans
- Office 365 apps
- Browser Support
- Get started - Sign in with Office 365
- Update your Delve Profile

Lab : Get started with Office 365

- Sign in to Office 365
- Update your Delve Profile

After completing this module, students will be able to:
- What is Office 365
- What are the Office 365 plans and apps?
- Which browsers Office 365 supports
- How to sign in to Office 365
- How to update your Delve profile

Module 2: Content Management with OneDrive

Typically, organizations work on shared drives and may also have a drive for personal files. OneDrive replaces that personal drive. We'll discuss when you should use OneDrive, and most of all, when staff shouldn't use OneDrive. We'll show you how OneDrive can be accessed and synced to your devices. We will discuss the options for sharing files and

folders, as well as the advantages of versions and the recycle bin. We will also look at the details of the files we have at our disposal for audit and search purposes.

Lessons

- Add and organize content
- Version History
- Delete and restore files
- Share files
- File details
- Sync files to your device

Lab : Content Management with OneDrive

- Create a folder
- Create and modify a file in the browser
- Restore a previous version
- Delete and restore a file
- Share a file
- Manage file sharing

After completing this module, students will be able to:
- Add organizing your content in OneDrive
- How to use version history in OneDrive
- The way to delete and restore files in OneDrive
- Share a file on OneDrive
- View file details in OneDrive
- Sync files on your device

Module 3: Working with Office Applications

In this module we will look at the most well-known Office applications and discuss when you will use the local copy of the application and when the version for the browser. We'll also discuss how they integrate with other apps, such as saving attachments to OneDrive or Groups. This module will also discuss ways to collaborate with colleagues on Shared Writing of documents.

Lessons

- Work with emails in Outlook online
- Manage attachments
- Creating meetings
- Out of Office Rule
- Word/Excel and PowerPoint online
- OneNote notebooks

Lab : Working with Office Applications

- Create an email in Outlook online
- Add an attachment to an email
- Create a meeting
- Set up an Out of Office Rule
- Create a Word Document Online

After completing this module, students will be able to:
- How to use Outlook Online
- How to use Word Online
- How to use Excel Online
- How to use PowerPoint Online
- How to use OneNote Online

Module 4: Collaborate with SharePoint Online

SharePoint can be many different things for different organizations. Some will use SharePoint as their intranet, others, as an extranet, to share content with third-party providers. Many organizations will use SharePoint as their document management tool. We'll look at and discuss the different ways organizations use SharePoint Online. In this module we will focus mainly on documentary collaboration. We'll look at the advantages of adding metadata to documents and how that metadata can be used to create different data views, as well as to classify and filter data. We'll show you what you can achieve with alerts, workflows, and document approval. We will also discuss how to share documents internally and externally. Finally, we will move on to the Communications websites and look at page editing and adding web parts.

Lessons

- Create Team Sites
- Working with Document Libraries
- Add metadata columns
- Working with views
- How to set an alert in a document library
- Create News Items
- Communication sites
- Edit pages
- Add Webparts to pages

Lab : Collaborate with SharePoint Online

- Create a new team site
- Create a new Document Library
- Add a column
- Create a view
- Set up an alert
- Create a news page
- Create a Communication site
- Edit the home page
- Add a web part of news

After completing this module, students will be able to:
- How to create a team site
- How document libraries work
- Manage views and metadata columns
- Create a new item in a list
- How to set an alert in a document library
- How communication sites work
- Edit a Page
- Add webparts to a page

Module 5: Working together with Groups

Office 365 Groups is an integral part of Office 365. Not all organizations use the collaboration capabilities of these groups through Outlook. We'll discuss how end users can communicate and share documents directly from Outlook. A demonstration of the conversation area, which is a shared mailbox, shared calendar, notebook, and Scheduler will be demonstrated as part of this module. We will also discuss the other applications that are created when a 365 Group is created. Finally, we will discuss when it may be appropriate to collaborate with Groups.

Lessons

- Create groups
- Add files
- Use the Group Calendar
- Add members
- Add tasks to the Scheduler
- Use OneNote Notebook
- Navigate to the SharePoint Site

Lab : Collaborating with Groups

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

After completing this module, students will be able to:
- How to Create and manage a group
- How to manage files in groups
- How to use the group calendar and OneNote Notebook
- How to navigate the SharePoint site
- Add members to a group

Module 6: Collaborate with Teams

Microsoft Teams is the new way to collaborate, providing, among other things, the functionality of 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 Channel. You can also chat directly with colleagues, have video calls or voice calls and record meetings. The idea around Teams is to be able to find all the information related to a specific aspect of a project or team in one place. During this module you will demonstrate each of the aspects of Teams and

discuss why and how it can be used as an organization.

Lessons

Lab : Collaboration with Teams

- Create a new Team
- Add team members
- Add a new Channel
- Start a conversation within a Channel
- Add some files
- Create a Tab from a file
- Schedule a new meeting on a Channel

After completing this module, students will be able to:
- How to create and manage a Team
- How to keep up with your Team
- How to use chat in Teams
- How to use Team Meetings features
- Invite someone to join your team
- Manage Teams

Module 7: Working with Video Using Stream

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 to SharePoint Pages. In addition, we will see how to add Stream to Teams. As part of the module, we'll also discuss the additional features available in Stream when you upgrade your subscription, including the transcription service and people finder.

Lessons

- Upload Videos
- Stream Channels
- Share content
- Follow Channels

Lab : Working with Video Using Stream

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

After completing this module, students will be able to:
- Create channels, upload videos, and follow channels
- How to share Stream content

Module 8: Engage Your Colleagues with Delve, Sway, and Yammer

Delve lets you find the content relevant to you in one place, whether it's something you've created or a colleague shares with you. You can also customize your own profile to make it easier to find yourself. We'll see how we can promote ourselves on Delve and use Delve's search functionality to follow colleagues. Sway allows us to create visual presentations using templates and graphics along with content from a wide range of sources. These web pages can be shared 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 surveys, allow us to communicate with large groups of people and get reviews quickly.

Lessons

- Search for people on Delve
- Follow colleagues
- Ways to create a Sway
- Share Sway
- Yammer Groups
- Discussions in Yammer
- Create Surveys in Yammer

Lab : Engaging Colleagues with Delve, Sway, and Yammer

- Navigate to Delve
- Follow a colleague
- Create a Sway from a Word document
- Share the Sway with a colleague
- Create a group in Yammer
- Create a Survey

After completing this module, students will be able to:
- Find people using Delve
- How to follow colleagues on Delve
- Different ways to create a Sway
- Use different Yammer features like Groups, Discussion, and Surveys

Module 9: Working with Data using Power BI, PowerApps, Flow, and Forms

Multi-location storage in Office 365 can be enhanced by automation, data capture, mobile work, and information visualization. Known as power triology, Power BI offers a means to present raw data as reports and dashboards. PowerApps lets you build apps for mobile devices, offering forms and visuals to support a variety of business activities. Flow can be used to automate what could be manual processes, such as approvals, updates, communications, and others. Forms allows you to set up surveys and questionnaires for individual or group use, so you can quickly get feedback from end users. During the module, you'll see a demo of how PowerApps can be used to customize forms in SharePoint, and then create a mobile app to update a SharePoint List.

Lessons

- What Power BI is and what it looks like
- Using Connectors
- Using Microsoft Forms
- Use Flow and available Connectors
- Creating Mobile Apps with PowerApps

Lab : Working with data using Power BI, PowerApps, Flow, and Forms

- Look in Power BI and research some of the available templates
- Create a review form
- Create a flow that sends an email based on your form

After completing this module, students will be able to:
- Knowledge of Power BI
- How to use Connectors
- How to use Microsoft Forms
- How to use Flow and available connectors
- How to create mobile apps using PowerApps