



skilltec
training

Moving forward in knowledge and training

Microsoft 365 End User Training Course Brochure



 01752 227330
 enquiries@skilltec.co.uk
 www.skilltec.co.uk

Microsoft 365 End User Training Course Brochure

Microsoft 365 End User Training Course Brochure	2
Introduction to Microsoft 365 Web Apps	3
Microsoft Teams Fundamentals	4
Power BI Fundamentals	6
Microsoft Power BI Advanced	8
Microsoft Power Automate Fundamentals	9
Introduction to Microsoft OneNote	10
Microsoft SharePoint Online for Users	11
Microsoft SharePoint Online for Owners	13
Microsoft SharePoint Webpages	15

Course Code M365IWA
Duration 1 day

Overview

This course is an introduction to the Microsoft 365 in a cloud-based environment and will introduce delegates to the Microsoft 365 Web Apps toolkit.

Audience

This course is intended for delegates in a variety of roles and fields who have competence in a desktop-based version of Microsoft Office and who are now moving to a collaborative cloud-based Microsoft 365 environment.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Navigate and customise the Microsoft 365 environment.
 - ▶ Use the core Microsoft 365 Apps including Delve.
 - ▶ Use OneDrive as a cloud-based storage platform for saving and managing files.
 - ▶ Use Office On-line to work together in Microsoft 365.
 - ▶ Learn about Microsoft 365 Groups.
-

Prerequisites

To be successful in this course, you will need to be competent in at least one of the primary applications in the MS Suite (Excel/Word/PowerPoint), and in using the locally installed version of MS Outlook.

Course Contents

What is Microsoft 365?

- ▶ Core Components.
- ▶ Log In and Sign Out process.

Overview of key Microsoft 365 Apps

- ▶ SharePoint Online (SPO).
- ▶ Teams
- ▶ Yammer
- ▶ Outlook Online.
- ▶ Power Automate
- ▶ DELVE

OneDrive for Business

- ▶ Difference between OneDrive for Business and a SharePoint site.
- ▶ To get OneDrive for Business.
- ▶ Sync OneDrive for Business to your computer.

Microsoft OneNote

Use Office On-line to work together in M365

- ▶ Collaborate with Word.
- ▶ Collaborate on Excel workbooks at the same time with Co-authoring.
- ▶ Work together on PowerPoint presentations.

Microsoft 365 Groups

- ▶ What are Microsoft 365 Groups?
- ▶ Create a Group in Outlook.
- ▶ Create a Team Site in SharePoint.
- ▶ Customise your SharePoint site

Course Code MS365TMF
Duration 1 day

Overview

Microsoft Teams is a dedicated hub that brings together the people, conversations, content and tools your team needs to collaborate and achieve more. Microsoft Teams allows you to readily communicate and make quick decisions in real time.

With Teams, you can initiate a private or group chat, share files and co-author content. You can also host on-line meetings with people inside or outside your organisation and you can make and transfer calls. All this communication can be done across devices, in the office or on the go!

Audience

This course is an introduction to Teams and is designed to assist existing Microsoft 365 users who are looking to gain an understanding of the functionality available in Teams within Microsoft 365.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Understand and create your first Teams and Channels.
 - ▶ Change settings within a Team.
 - ▶ Use Chat in Microsoft Teams.
 - ▶ Search for Messages, People or Files.
 - ▶ Add an App to Teams.
 - ▶ Schedule a Meeting and call into a Meeting.
 - ▶ Explore permissions and privacy and make changes.
 - ▶ Take Meeting notes in Teams.
 - ▶ Use additional functions in a Team Meeting.
-

Prerequisites

It is assumed that delegates are already familiar with the main features of Microsoft Office and Microsoft 365 and they are comfortable working in that environment.

We recommend that delegates have previously attended the [M365IWA](#) - Microsoft 365 Introduction to Web Apps course or have equivalent knowledge and experience.

Course Contents

Getting Started with Teams

- Sign into Teams
- Pick a Team and channel
- Find and join a Team
- Add a member

Best Practices for organising teams in Microsoft Teams

Create your first Teams and Channels

- Create a Team from scratch
- Create a Team from an existing Team
- Create a Team from an existing Group
- Add people to a Team
- Add a Team Owner
- Change Team settings
- Change Team picture
- Re-order the Teams List
- Hide Teams
- Use @mentions

What is a Channel in Microsoft Teams?

- Channel best practices
- Create a Channel in a Team
- View Channel activity in Teams
- Use commands in Teams

Chat in Microsoft Teams

- Start a one-on-one chat
- Start a group chat
- Remove people from a group chat
- Start a Channel conversation in Teams

Search for Messages, People or Files

Meetings and Calls

- Schedule a meeting in Teams
- Invite people to a meeting in Teams
- See all your meetings in Teams
- Join a meeting in Teams
- Participate in a meeting from the Teams Mobile App
- Call into a meeting in Teams
- Record a meeting in Teams
- Record a meeting or a group call
- Play and share a meeting recording in Teams
- Share a link to a meeting recording with others

Permission and Privacy

- Video permissions
- Group permissions
- Channel permissions
- Edit the transcript of a meeting recording in Teams

Taking Meeting Notes in Teams

- Before the meeting
- During the meeting
- After the meeting

Additional Functions in a Teams Meeting

- Adding an App
- Multitasking
- Audio settings
- Participant settings
- Bypass the lobby
- Use Microsoft Whiteboard

Appendix A - Participate in a Teams Meeting on Surface Hub

Course Code M365PBI
Duration 1 Day

Overview

Provide business insights at the right time to the right people with Power BI, an interactive data visualisation software product developed by Microsoft with a primary focus on business intelligence. Power BI is part of the Microsoft Power Platform and comprises a collection of software services, apps, and connectors that work together to turn your data into coherent, visually immersive, and interactive insights.

With Power BI Desktop, you will learn how to connect and query data from different sources. Then, using the Power Query Editor, you will clean, shape, and transform this data to produce impactful visuals in reports. You will then explore how reports are published to the Power BI service where your team can access them through intuitive dashboards.

Audience

This introductory course is perfect for users who are looking to make a bigger impact with the way they report on data through visualisations. The course will be of particular benefit to team leaders, management at all levels, or anyone who needs to commission the production of reports or dashboards.

Please note that this course does not cover PowerBI Pro, PowerBI accessed via Microsoft 365 or SharePoint Services.

Learning Objectives

By actively participating in this course, you will learn how to:

- ▶ Identify Power BI Desktop concepts and features.
 - ▶ Use data sources that are compatible with Power BI Desktop.
 - ▶ Connect to and manipulate data using the Power Query Editor.
 - ▶ Apply common query tasks to shape data in Power BI Desktop.
 - ▶ Explore data visualisations.
 - ▶ Create and publish reports to the Power BI service.
-

Pre-Requisites

We recommend that delegates have existing experience with Excel or Databases and should understand basic data concepts. Delegates should also know how to create and format chart outputs and should have a basic understanding of Functions (ideally Aggregate Functions).

If you are attending our Virtual Classroom training, you will need a laptop or PC with a working microphone and two screens. A webcam is also recommended for the best experience! You will also need to have both Power BI Desktop and Power BI Service (part of Microsoft 365 Apps), available on your device.

Course Contents

Getting Started with Power BI

- ▶ Concepts and overview
- ▶ Introduction to main features

Connect to a Data Source

- ▶ Data sources Power BI will connect to
- ▶ Methods of connecting to data

Get data and query using Power Query Editor

- ▶ Shape, clean and transform data
- ▶ Combining data sources

Working with Relationship View

- ▶ Understanding relationships
- ▶ Create using AutoDetect
- ▶ Create relationships manually
- ▶ Edit.
- ▶ Cross Filter
- ▶ Join Types

Visualisations

- ▶ What is available?
- ▶ Create a quick visualisation
- ▶ Table and matrix visualisation
- ▶ Conditional formatting
- ▶ KPI visualisation
- ▶ Slicers
- ▶ Drill visualisation to see underlying data
- ▶ Clustering
- ▶ GEO-data and Maps
- ▶ Publishing

Using Power BI Service

- ▶ Pin visuals to Dashboards
- ▶ Export visuals to other platforms
- ▶ Get insights

Course Code MS365PBIA
Duration 1 day

Overview

With Power BI Desktop, you get a report authoring tool that enables you to connect and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can add visualisations and create reports. Reports can then be published.

Audience

The course builds on the skills learnt in our Power BI Fundamentals course and introduces you to more features including data modelling, performance optimization and more complex reporting.

Please note that this course does not cover Power BI Pro, Power BI accessed via Microsoft 365 or SharePoint Services.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Data Modelling
 - ▶ Optimizing Model Performance
 - ▶ Create Calculation using DAX
 - ▶ Perform in-depth Reporting
-

Prerequisites

We recommend that you attend [M365PBIF](#) – Microsoft 365 Power BI Fundamentals course or have equivalent skills and knowledge.

Course Contents

Data Modelling

- ▶ Introduction to Data Modelling
- ▶ Joins, Relationships and Cardinality
- ▶ Many to Many Relationships
- ▶ Star Schemas
- ▶ Create a Date Table

Optimize Model Performance

- ▶ Performance Optimization
- ▶ Performance Analyzer
- ▶ Review Performance Results
- ▶ Optimize Direct Query Models
- ▶ Create and Manage Aggregations

Create Calculations using DAX

- ▶ Create Calculated Columns
- ▶ Build Quick Measures
- ▶ Use DAX to Build Quick Measures
- ▶ Join Types.

Reporting

- ▶ Choose Effective Visualizations
- ▶ Import a Custom Visual
- ▶ Interactions and Drill-throughs
- ▶ Configure Conditional Formatting
- ▶ Apply Slicing, Filtering and Sorting
- ▶ Key Performance Indicators

Course Code M365PAF
Duration 1 Day

Overview

This course introduces you to Power Automate where you can create workflows between Apps and Services within the Microsoft 365 environment. You will look at the different types of flows that are available but focus only on Cloud Based Flows. Here we will discover creating a variety of Flows based on both Templates and ones created from scratch.

Audience

This course is designed for anyone who is new to Power Automate and would like to learn how to use it.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ What Power Automate is and how it can be used within a business environment.
 - ▶ Planning for workflows.
 - ▶ Create Flows using a variety of built-in templates.
 - ▶ Create Flows from scratch.
 - ▶ Work with Approvals.
 - ▶ Administer Flows.
-

Prerequisites

Have a Microsoft 365 subscription with Power Automate available. No existing experience is necessary.

Course Contents

- ▶ Overview of Power Automate
- ▶ Planning a Power Automate Project
- ▶ Create an Automatic Flow based on a Template
- ▶ Work with Approvals Templates
- ▶ Create a Flow from Scratch
- ▶ Run Flows from a Schedule
- ▶ Create Parallel Approval Workflows
- ▶ How to use Scope

Introduction to Microsoft OneNote

Course Code MS365ON
Duration 1 day

Overview

Microsoft Office OneNote provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organised structure, be able to access the content from anywhere and share it with others.

Audience

This course is intended for people in a variety of roles and fields who have a basic understanding of Microsoft Office 2016 and want to incorporate digital note-taking and note collaboration by using Microsoft OneNote.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Develop digital note-taking, note collaboration and note synchronising skills.
 - ▶ Create and update notes.
 - ▶ Manage lists and outlines.
 - ▶ Add content including memos, pictures and videos.
 - ▶ Take notes in on-line meetings.
 - ▶ Interact with other Microsoft Software Programs.
 - ▶ Explain the concept of Groups.
-

Prerequisites

To be successful in this course, you should have Windows end-user skills that include starting and closing applications, navigating basic file structures and managing files and folders.

Course Contents

Getting Started

- ▶ Navigate the OneNote 2016 environment
- ▶ Use templates
- ▶ Customise the OneNote user interface

Adding and Formatting Notebook Content

- ▶ Apply formatting to notebook content
- ▶ Insert images and audio into a notebook
- ▶ Add quick notes and links
- ▶ Use drawing tools

Embedding and Attaching Files

- ▶ Embed Excel spreadsheets
- ▶ Attach other file types

Organizing and Searching Notebooks

- ▶ Use tags
- ▶ Organize and search notebooks
- ▶ Finalizing a Notebook
- ▶ Proof and print a notebook
- ▶ Configure password protections and notebook properties

Managing Notebook Files

- ▶ Export content from OneNote notebooks
- ▶ Backup and restore notebook content

Sending & Sharing OneNote content

- ▶ Send OneNote content in other formats

Course Code MS365SPU
Duration 1 day

Overview

In many professional environments today, people work collaboratively in teams and Microsoft SharePoint is a platform designed specifically to facilitate collaboration, allowing people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location.

Audience

This course is designed for Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, or for existing users who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ An Introduction to SharePoint and its functionality
 - ▶ The different types of Sites available with SharePoint Online
 - ▶ How to manage your content and documents in Libraries
 - ▶ How to sync and share files
 - ▶ Working with Lists
-

Pre-Requisites

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- ▶ Microsoft 365 – An Introduction to Web Apps

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online.

This course is not suitable for MAC users.

Course Contents

What is SharePoint Online?

- ▶ SharePoint Structure
- ▶ Team site or Communication site
- ▶ Discover SharePoint site and Follow
- ▶ Navigation on your SharePoint site

Working with Documents, Content and Libraries

- ▶ What is a library
- ▶ Types of libraries
- ▶ Create a new library
- ▶ Upload and create new documents
- ▶ Document details pane
- ▶ Link to documents
- ▶ Create a view
- ▶ Delete and restore documents

Manage Content in your Library

- ▶ Document versions
- ▶ Check In / Out
- ▶ Create alerts
- ▶ Co-authoring on Office 365

Sync Libraries to your Device

- ▶ Files on demand
- ▶ Mark a file or folder for offline use
- ▶ Hide folders on your device
- ▶ Deleting files

Sharing Files

- ▶ Understand Permissions
- ▶ Share a file and manage link settings
- ▶ Manage access

Working with Lists

- ▶ Overview of Lists
- ▶ Create a List from a Template
- ▶ Generate a List from an Excel spreadsheet
- ▶ Create a List from scratch
- ▶ Create Rules and Automation for List items

Course Code M365SPO
Duration 1 day

Overview

SharePoint Online is a cloud-based service that helps organisations share and collaborate with colleagues, partners, and customers from any location. With SharePoint, you can access internal sites, documents, and other information from anywhere... the office, at home, or from a mobile device.

Before you dive into building and configuring your organisation's SharePoint environment, there are a few things you should consider such as how to effectively protect your organisations' important content and data, whilst providing a positive user experience.

In this course you will explore how to design and develop a SharePoint site with a focus on site settings and permissions and receive guidance on how to effectively set up libraries with an approach to metadata.

Audience

Those people who are responsible for a team SharePoint Site and who provide content for that site which is then used by others.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ An overview of SharePoint Online
 - ▶ How to customise your site and library settings
 - ▶ Keeping your site secure with site permissions
 - ▶ Ensure the correct content is available for target audience
 - ▶ How to streamline processes through workflows using Power Automate
-

Pre-Requisites

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

- ▶ SharePoint Online for Users

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online and Owner access rights to the site.

This course is not suitable for MAC users.

Course Contents

What is SharePoint Online

- ▶ SharePoint Structure
- ▶ Team site or Communication site
- ▶ The SharePoint Environment
- ▶ Navigation on your SharePoint site

Create a new Team site

- ▶ Site roles
- ▶ Site settings
- ▶ Change regional settings

Customise your site

- ▶ Add a logo
- ▶ Change the name, description, privacy level, and site classification
- ▶ Customise the theme
- ▶ Modify the colour, background, or font with classic experience themes

Site Permissions

- ▶ Overview of Group and Site Permissions
- ▶ Add owners, members and visitors to your site
- ▶ Manage permissions settings

Working with Document, Content and Libraries

- ▶ Best practices for setting up a new library
- ▶ Create a new library
- ▶ Library Settings
- ▶ Work with Columns
- ▶ Organise content with Metadata
- ▶ Upload files to a library

Create Views for a Library

- ▶ Introduction to views
- ▶ Create Views for personal or public use

Lists and other Built-in Apps

- ▶ Overview of available Apps
- ▶ Add an App
- ▶ App settings
- ▶ Delete and Restore an item

Automation

- ▶ Overview of automation in lists and Libraries
- ▶ Create a workflow using Power Automate

Microsoft SharePoint Webpages

Course Code M365SPW
Duration 1 day

Overview

Having designed the layout of your SharePoint site, you now need to make working with SharePoint Online as user-friendly and engaging as possible... a great way to do this is using SharePoint webpages.

This tool allows you to use built-in templates or create and customise your own pages to enhance the end-user experience and create a welcoming and professional online environment for you and your colleagues.

Audience

This course is designed for anyone who is responsible for a SharePoint Site who wishes to use webpages to use to create a more accessible environment for end-users.

Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ Create and use Modern Pages on a SharePoint site
 - ▶ Use web parts to improve the design of your webpages
 - ▶ Approving workflows using Power Automate
-

Pre-Requisites

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

- ▶ SharePoint Online for Owners

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online and appropriate permissions to be able to create webpages.

This course is not suitable for MAC users.

Course Contents

- Get inspired with Microsoft Look Book
- Customise site home page
- Create site pages and manage page structure
- Add text to a page
- Introduction to web parts
- Image gallery
- Hero web part
- Embed media
- Schedule news posts
- Embed media
- File viewer
- Highlighted content
- Divider and Spacer web part
- Microsoft Forms web part
- People web part
- Planner app
- Power BI web part
- Link Pages
- Microsoft 365 connectors
- Help others find your page
- Compare and restore SharePoint pages
- Create an approval workflow for SharePoint pages using Power Automate
- Replicate pages from a page template