



# Microsoft 365

## An Introduction to Web Apps



**DURATION**  
1 Day

### COURSE OVERVIEW

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

### TARGET AUDIENCE

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of Microsoft Office and who are now extending Microsoft Office to a collaborative cloud-based Microsoft 365 environment.

### LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Navigate and customise the Microsoft 365 environment.
- Use the core Microsoft 365 Apps including Delve and Flow.
- Use new collaboration tools in an on-line environment using simultaneous collaboration.
- Use OneDrive as a cloud based storage platform for saving and managing files.

### PRE-REQUISITES

To ensure your success in this course, you will need competence in at least one of the primary applications is the MS Suite (Excel/Word/PowerPoint), as well as being competent in using the locally installed version of MS Outlook email and calendaring.

### COURSE CONTENTS

#### Microsoft 365 Overview

- Signing in to Microsoft 365.
- Exploring the 365 environment.
- Using DELVE

#### Collaborating with Shared Files using 365 Groups

- Following a Group.
- Creating Lists (Tasks/Content).
- Creating and uploading files to a library.
- Working with shared documents.
- Collaborating on the Microsoft 365 Group.
  - Simultaneous editing.
  - Checking In/Out.
  - Versioning.

#### Collaborating with Shared Files using OneDrive for Business

- What is OneDrive for Business?
- Adding documents.
- Sharing a OneDrive document.
- Sync libraries and documents.

#### Microsoft Flow

- Overview and brief tour of Microsoft Flow.
- Creating a Flow from a template.
- Creating a custom Flow.

#### Microsoft OneNote

- Getting started with OneNote 2016.
- Navigating the OneNote 2016 environment.
- Using Templates.
- Add content and formats to OneNote.