

Office 365 with focus on MS Teams (Desktop and Browser) & SharePoint

Length: 1 Day

Course Objectives: In this course, you will use Microsoft Teams and MS SharePoint in 0365:

- Use chat messages and posts to communicate with the team.
- Initiate, join, record, and screen share in calls and meetings.
- Share and work with files and apps.
- Create a team and configure channels and tabs.
- Create and configure new SharePoint sites.
- Create and configure document libraries.
- Create and configure lists.
- Assign permissions and access rights.
- Create and configure a communication site.
- Implement workflows with Forms and Flow.

COURSE CONTENT

Lesson 1: Communicating with Microsoft Teams

Topic A: Navigate in Teams

Topic B: Chat with Contacts

Topic C: Post in Team Channels

Lesson 2: Calling and Meeting in Teams

Topic A: Use the Teams Call Feature

Topic B: Meet in Teams

Topic C: Share Your Screen and Record Calls and Meetings

Lesson 3: Sharing Files and App Content

Topic A: Share Files

Topic B: Add Apps and Connectors

Lesson 4: Creating and Configuring Teams

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Topic A: Create a Team

Topic B: Create Channels

Topic C: Add Tabs for Files, Wikis, and Websites

Lesson 5: Creating and Configuring a New Site

Topic A: Create a Site in SharePoint

Topic B: Configure Site Look and Layout

Lesson 6: Creating and Configuring Document Libraries

Topic A: Create Document Libraries

Topic B: Configure File Versioning and Checkout

Topic C: Configure Content Approval

Lesson 7: Creating and Configuring Lists

Topic A: Add List Apps to a Site

Topic B: Create Custom Lists

Topic C: Create Calculated and Validated Columns

Lesson 8: Assigning Permissions and Access Rights

Topic A: Secure Sites with Permissions

Topic B: Secure Apps, Documents, and Files

Lesson 9: Creating and Configuring a Communication Site

Topic A: Create a Communication Site

Topic B: Configure a Communication Site

Lesson 10: Implementing Workflows with Forms and Flow

Topic A: Capture Data with Forms

Topic B: Store Form Data in SharePoint with Flow

Topic C: Automate Business Processes with Forms, Flow, and SharePoint

