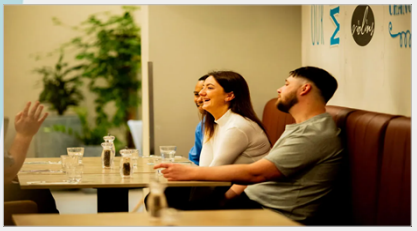
Using Microsoft 365

2 day training course







Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

About Microsoft 365

- The 365 home page
- Working in the cloud
- Switching apps

OneDrive

- Navigating in OneDrive
- Working with files and folders
- Sharing in OneDrive
- Synchronising content

SharePoint

- What are SharePoint sites?
- Document libraries
- Checking in and out
- Working with lists

Teams

- Creating meetings
- Working with channels
- Sharing and collaboration
- Adding apps

Outlook 365

- Navigating the Outlook screen
- Sending email
- Messages and folders
- Meetings and the calendar

Word 365

- Creating documents
- Basic formatting
- Adding tables and images
- Collaboration and comments

Excel 365

- Navigating in Excel 365
- Entering data and formulae
- Sorting and filtering tables
- Creating basic charts

PowerPoint 365

- Creating basic presentations
- Choosing designs
- Working with slides
- Adding items to slides

Forms

- Creating forms
- Running surveys
- Analysing survey results

A case study

- Creating a real-world file
- Collaborating on changes
- Publishing your final work
- Sharing the file

OneNote (*)

- Creating notebooks
- Pages and sections
- Adding and editing notes

To do lists (*)

- Creating to do lists
- Assignng tasks to people
- Task importance

Planner (*)

- Creating plans
- Assigning tasks
- Monitoring progress

Basic Copilot (*)

- What's possible in 365
- Getting help
- Limitations of Copilot