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Sign up

Training to get up and running with Office 365

2 days (14 hours)

Presentation

Office 365 2021 contains simple tools for virtually all everyday office tasks. Learning to use this powerful software is much easier than you think!

This course covers Microsoft 365 applications: OneDrive, SharePoint, Planner, Forms, Outlook and Teams. It will teach you how to use them for professional sharing, collaboration and communication.

Our training is ideal for anyone new to Office, as well as for those who need a quick refresher on the latest Microsoft updates.

In this Office 365 training course, you'll learn step-by-step how to install, maintain and navigate all the essential components of Office 365. You'll get tips on how to use the built-in online and cloud features, as well as full explanations of what each [Office 365](#) component does and how to apply them to your work.

Objectives

- Identify Microsoft Office 365 features
- Managing your OneDrive personal storage space
- Working in a team
- Communicating in Teams
- Using videoconferencing
- Discover Outlook Online
- Collaborate in SharePoint team storage
- Using the various Microsoft 365 applications

Target audience

Anyone wishing to become autonomous on Office 365.

Prerequisites

Surf the web with Edge or Chrome.

Program of our training course Being Operational with Office 365

Identify Microsoft 365 features

- Discover the entire Microsoft Office 365 suite
- Knowing the links between applications

Practical work

Master the links between applications, know the applications and their functionalities.

Managing your OneDrive personal storage space

- Understanding cloud storage
- Master the OneDrive interface
- Upload / Download a document
- Understanding sharing options
- Manage document sharing
- Using versioning

Practical work

Upload, share and collaborate on documents on OneDrive. Manage sharing.

Working in a team

- Get to grips with the Teams interface and understand the different sections
- Understanding team organization with channels
- Create teams and add members
- Create channels
- Manage teams, channels and members
- Managing files in a channel
- Initiate file co-editing from Teams

Practical work

Create a team and channels, and set them up to work more efficiently in project mode.

Communicating in Teams

- Writing a publication or advertisement
- Publish to multiple channels
- Mention someone
- Staying informed with "Activity" and notifications
- Saving a publication for later reading Practical

exercises

Use all forms of communication within Teams, and make the most of the various functionalities.

Using videoconferencing

- Improvising an audio and video meeting
- Plan a meeting and invite participants
- View and manage meetings in the calendar
- Manage audio and video settings
- Taking part in a meeting in Teams and sharing content in a meeting Practical

work

Create or schedule a videoconference, set up the videoconference, take part in a videoconference. at the meeting.

Discover Outlook Online

- Pin an e-mail
- Repeat an e-mail
- Display all attachments

Practical work

Discover the special features of Outlook Online.

Collaborate in SharePoint team storage

- Understanding the difference between OneDrive and SharePoint

- Discover the SharePoint interface
- Discover the similarities between OneDrive and SharePoint
- Set up and manage alerts
- Discover the Extract / Archive function
- Discover versioning in SharePoint

Practical exercises

Upload a document to SharePoint, share it, manage sharing. Use the extract / archiving and versioning.

Using the various Microsoft 365 applications

- Discover the Forms application for creating questionnaires
- Discover the Sway communication application
- Discover the Planner group work planning application
- Discover the OneNote note-sharing application Practical

exercises

Create and share a questionnaire in Forms. Create a communication in Sway and share it. Create a Planner, use and distribute tasks. Use OneNote to enter and share notes.

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire enabling us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives with regard to the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.