Course Overview – 1 day course

Making effective use of Office 365
This course is designed for users of Office 365 who have attended the Beginner course or possess general skills and knowledge of common O365 products – particularly Teams.

The objectives of the course are to extend your knowledge of product offerings under Office 365, and to understand how those products can be used on their own or combined with others as a holistic solution to increase value.

There is an emphasis on integration and ‘joining the dots’. Supported by several exercises spanning multiple applications and an Integration Project exercise.

Detailed Content

Introduction
Course Objectives
How this manual is organised
What is Office 365?
Office 365 Subscriptions
Office 365 in the workplace

Managing a Team
Re-Introduction to Microsoft Teams
Create a new Team
Manage a team
Managing Team Members
Guests in Teams
Settings for a Team
Team picture
Member permissions
Guest permissions
@mention settings
Fun stuff
Team code
Archive your team
Restore an archived team

Working with Teams
Get a link to a team
Get a link to a channel
Email to the channel
Keyboard shortcuts
Status
Personal settings

Teams Apps
Apps in Microsoft Teams
Tab Apps
Wiki untangled
Bot Apps
Bot App as a Personal App
Bot App as a Chat
Bot App in a Team Channel
Connector Apps
Adding a Connector App
Actions in Connectors
Modifying a Connector
Remove a Connector
Messaging Apps
Adding a Messaging App
Removing an App from a Team
Collaborating with the Wiki App
Collaborating with Files
Collaborating with Office documents
Forms
Introduction to Forms
The Forms landing page
Create a Form
Create a Form in Teams
Edit a Form in Teams
Adding Questions to the Form
Edit a Form on the web
Form settings
Share the Form
Access the Form in Teams
Form Results
Extended Exercise – Quiz Form
Move or Delete a Form
Form Branching
Forms in other Office applications

Approval Flows
Introduction to Flow Approvals
Approval Templates
Create an Approval Flow Manually
Test and Run the Approval Flow from Flow
Add a conditional action after approval
Flow integration with Teams
Sharing Flows
Introduction to sharing of Flows
Allow other users to run
The Dynamics 365 interface
Allow other users to run with your credentials
Sharing a Flow with other Owners

Administration of Flows
Copy (save as) a Flow
Enable and Disable Flows
Export a Flow to file
Configuring Connections
Delete a Flow
Optional Integration Project Exercise

Sway
Introduction to Sway
Accessing Sway
Sway Examples
Sway from a topic
View a Sway
Sway from an existing document
Sway from a template
Create a Sway from Blank
Adding formatting and images to the title
Adding heading cards to Sway
Navigating and Keyboard Shortcuts
Add other cards to the Sway
Embed content in sway
Groups of cards
Group types
Design view
Sharing the sway
Deleting a Sway

Power Platform
Introduction to Power Platform
Flow to Automate
Introduction to PowerApps
Introduction to Power BI
Creating app functionality in Power BI
Connect with Power BI sample data
Create a new report page and visuals
Interaction in a report
Add a PowerApp to the Power BI report
Modify the PowerApp list
Add email function to the PowerApp
PowerApps in SharePoint
Create the SharePoint List
Create the PowerApps form for this list
Modify the PowerApp form
Disabling and deleting the PowerApp form
Deleting Power Platform creations
Additional Learning Resources

Wrap up and Housekeeping
About Office 365 again
Honourable mentions
Housekeeping of Team

Integration Project
The Business Scenario
Create the Form
Add the Form to Teams
Create the Planner
Design the Flow
Test the Flow
Create the Flow
Housekeeping – delete the Form & Flow
The Flow design