Microsoft Office 365: Teams, OneDrive, Planner and OneNote

Microsoft Office 365 is a line of subscription services offered by Microsoft, as part of the Microsoft Office product line.

This course is run on a bespoke basis, giving you the opportunity to tailor the course to your exact requirements. To provide a starting point, we'd recommend you use the suggested course outline as a guide only.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1-2 days.

Office 365
Overview
Log in to your Office 365 account
Office 365 Interface
Navigating Office 365
About me
Settings
Notifications
App Launcher (Waffle)
Apps in Office 365
Opening Apps in new Windows
Overview of Apps
App Settings

Teams
Overview of teams
Create a new team
Public/Private teams
Manage a team
Team favourites
Team options and properties
Overview of channels
Create a channel
Manage a channel
Channel favourites
Channel options and properties
Overview of Conversation and Chat
Chat: One to one/ in a group/ in a channel
Reply to a conversation and conversation threads.
Emojis, memes, and stickers
@mention someone
Like or save a message

Share files on a chat
Turn a conversation into a call
Overview of Meetings in Teams
Start an ad hoc meeting
Join a meeting
Share your desktop
Share a window
Send a file
View files and where they are stored
Working with files
Files in Teams / channels / OneDrive
View Files
Edit a file
Co-edit a file
Download a file
Share a file with the team
View version history through SharePoint Team site
Share a link to a file
Activity and notifications
Search for messages, people, or files
Adding Tabs for applications and files
Planner
Excel files
OneNote notebooks

Planner
Create a plan
Add tasks and assign start, end, due dates
assign tasks to others on your team
update task status
Sort tasks into buckets
Add people and assign them to tasks

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Keep track of your team's progress
View your plan's progress
View all of your tasks and plans
Get emails about your tasks and plans
Delete a task or plan
Collaborate with your team
Attach files, photos, or links to tasks
Add a checklist to a task
Set a preview picture for a task
Add comments to tasks
Flag your tasks with labels
Set and update task progress
Mark plans as favourites

OneNote

Create a OneNote notebook in Teams
Open OneNote Notebook online
Open OneNote Notebook in desk top application
Structure of a Notebook
Create Sections
Rename a Section
Create a Page
Name or Rename a Page
Create Sub Pages
Typing Notes
Create a Table
Insert Picture
Insert ScreenClipping
Insert File PrintOut
Insert Attach File
Insert Symbol
Record Audio and/or Video
View Audio and Video settings
To playback the audio or video
Mark Recording positions with paragraphs
Play back an audio or video Note
Linking and hyperlinking in OneNote to Notebooks, Sections, Pages or Notes
Linked Notes to Word, web and PowerPoint files
Tagging
Search OneNoteShare Notebook
Set sharing permission
Review Edits to a Shared Notebook through version history, author revisions

SharePoint

Team Sites in SharePoint
What is a SharePoint Team Site
The Site screen and Navigating a Site

Libraries
Manage documents, images, videos
Library settings
File settings
Working with libraries

Lists
Overview of lists (databases) to store, manage and present information
Structure and Access Lists

Columns
List Columns
Site Columns
Filter, Sort and Group

Views
Edit View
Create a View
Default View
Site Columns
Filter, Sort and Group

Version History
Enable Version History
See Version History
Restore items

Permissions
Permissions Levels
Inheritance
Security Groups
Permissions Pages

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