

## Microsoft Office 365 Bundle (O365-BUNDLE)

**ID** O365-BUNDLE **Price** 2,490.— €(excl. tax) **Duration** 5 days

### Course Overview

The most important services from the Office 365 portfolio are presented in this user-oriented training bundle. The focus of the course is on the collaboration tools Sharepoint and Teams.

### Who should attend

End User

### Detailed Course Outline

#### Module 1: What is Office 365? - Overview

- OneDrive for Business
- SharePoint
- Office Online
- Yammer
- Teams/Skype for Business
- Office 365 Groups

#### Module 2: SharePoint Online users

##### Basics

- What is SharePoint Online
- Understand Permissions
- Structure and Navigation
- Elements of a website
- Search and find in SharePoint Online
- Edit your profile
- Create and edit news

##### Working with Libraries

- Create, edit, delete and restore files
- Upload files
- Create, change and delete personal views
- Edit files at the same time
- Add and edit metadata
- Versioning of files
- Checking files in and out
- Sharing and synchronization of libraries

##### Working with lists

- Team calendar
- Planners
- Create and edit custom lists
- Add more lists
- Export lists to Excel
- Set and clear notifications

### Use SharePoint Online mobile

- Find and install mobile apps
- Sign in to the app

#### Module 3: SharePoint Online PowerUser/KeyUser Site Owner

##### Basics

- Preliminary considerations for a team website
- Policies in the company
- Create website, apply for it, depending on company guidelines

##### Libraries and Lists

- Create lists and libraries
- Create metadata/site columns
- Create public views
- Configure lists and libraries
- Flow basics

##### Site

- Permissions
- Customize site

#### Module 4: Microsoft Teams

##### Basics

- What is Microsoft Teams?
- Structure and navigation in teams

##### Working in a team

- Create a team
- Add or remove users
- Create and delete channels
- Start a conversation in Teams

- More options in Conversations
- Connectors in teams
- Create, upload, edit, delete files
- Edit wiki
- Change settings

#### **Integrate more apps**

- Integrate planners in the team
- Add SharePoint Libraries

#### **Communication with teams**

- Planning and conducting meetings
- Send and receive individual chat messages
- Group chats
- Conduct audio and video conferences

# About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

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