

## **55283 : Microsoft Office 365 Power User Courseware**

### Content

#### **Module 1: An Introduction to Office 365**

In this module, we will provide a brief overview of Office 365, including data storage, subscription options, and access methods, leading to a discussion on the benefits for end users.

##### **Lessons**

- **What is Office 365?**
- **Office 365 Plans**
- **Office 365 Apps**
- **Browser Support**
- **Getting Started – Login with Office 365**
- **Update Your Delve Profile**

##### **Lab 1: Getting Started with Office 365**

- **Activities:**
  - Login to Office 365
  - Update your Delve Profile

##### **Learning Objectives**

After completing this module, students will be able to:

- Understand what Office 365 is
  - Identify the available plans and apps
  - Recognize supported browsers for Office 365
  - Log into Office 365 effectively
  - Update their Delve profile
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#### **Module 2: Managing Content with OneDrive**

This module explores how OneDrive replaces personal drives, when to use it, and how to manage files effectively, including sharing, versions, and audits.

##### **Lessons**

- **Adding and Organizing Content**
- **Version History**

- **Deleting and Restoring Files**
- **Sharing Files**
- **File Details**
- **Synchronizing Files to the Device**

### **Lab 1: Managing Content with OneDrive**

- **Activities:**
  - Create a folder
  - Create and change a file in the browser
  - Restore a previous version
  - Delete and restore a file
  - Share a file
  - Manage file sharing

### **Learning Objectives**

After completing this module, students will be able to:

- Add and organize content in OneDrive
  - Utilize version history
  - Delete and restore files
  - Share files effectively
  - View file details in OneDrive
  - Synchronize files to their devices
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## **Module 3: Working with Office Apps**

This module covers the use of Office Apps, both locally and online, focusing on integration and collaboration through co-authoring.

### **Lessons**

- **Working with Emails in Outlook Online**
- **Managing Attachments**
- **Meeting Creation**
- **Out of Office Rule**
- **Word/Excel/PowerPoint Online**
- **OneNote Notebooks**

### **Lab 1: Working with Office Apps**

- **Activities:**
  - Create an email in Outlook Online
  - Add an attachment to an email
  - Create a meeting
  - Set up an Out of Office Rule
  - Create a Word Online document

## Learning Objectives

After completing this module, students will be able to:

- Use Outlook Online
  - Utilize Word, Excel, PowerPoint, and OneNote Online
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## Module 4: Collaborate with SharePoint Online

Explore how SharePoint functions within organizations, focusing on document collaboration, metadata, and communication sites.

### Lessons

- **Creating Team Sites**
- **Working with Document Libraries**
- **Adding Metadata Columns**
- **Working with Views**
- **Setting Alerts on Document Libraries**
- **Creating News Items**
- **Communication Sites**
- **Editing Pages**
- **Adding Web Parts to Pages**

### Lab 1: Collaborating with SharePoint Online

- **Activities:**
  - Create a new Team site
  - Create a new Document Library
  - Add a metadata column
  - Create a view
  - Set up an alert
  - Create a news page
  - Create a Communication site
  - Edit the home page and add a news web part

## Learning Objectives

After completing this module, students will be able to:

- Create and manage team sites
  - Work with document libraries and views
  - Set alerts and manage communication sites
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## Module 5: Working Together with Groups

Learn about Office 365 Groups and how to utilize their collaboration features through Outlook.

## **Lessons**

- **Creating Groups**
- **Adding Files**
- **Using the Group Calendar**
- **Adding Members**
- **Adding Tasks to Planner**
- **Using the OneNote Notebook**
- **Navigating to the SharePoint Site**

### **Lab 1: Collaborating with Groups**

- **Activities:**
  - Create a new group
  - Upload a file
  - Add a meeting to the group calendar
  - Add members
  - Add tasks to Planner
  - Navigate to the OneNote notebook

## **Learning Objectives**

After completing this module, students will be able to:

- Create and manage groups
  - Manage files and calendars within groups
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## **Module 6: Collaborate with Teams**

Discover how Microsoft Teams facilitates collaboration through integrated tools and features.

## **Lessons**

- **Creating Teams**
- **Adding Members to the Team**
- **Adding Channels**
- **Chat vs. Conversations**
- **Adding Files**
- **Tabs**
- **Scheduling Meetings**

### **Lab 1: Collaborating with Teams**

- **Activities:**
  - Create a new Team

- Add members to the Team
- Add a new Channel
- Start a conversation within a Channel
- Add files
- Create a Tab from a file
- Schedule a new meeting in a Channel

## **Learning Objectives**

After completing this module, students will be able to:

- Create and manage Teams
  - Utilize chat and meeting functions effectively
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## **Module 7: Working with Video Using Stream**

Explore Microsoft Stream as a video management tool, including organization and integration with other platforms.

### **Lessons**

- **Uploading Videos**
- **Channels in Stream**
- **Sharing Content**
- **Following Channels**

### **Lab 1: Working with Video Using Stream**

- **Activities:**
  - Upload a video to Stream
  - Create a Channel
  - Add your video to the Channel
  - Follow a Channel

## **Learning Objectives**

After completing this module, students will be able to:

- Manage video content effectively using Microsoft Stream
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## **Module 8: Engage Colleagues with Delve, Sway, and Yammer**

Learn to use Delve for content discovery, Sway for visual storytelling, and Yammer for corporate communication.

### **Lessons**

- **Searching for People in Delve**
- **Following Colleagues**
- **Ways to Create a Sway**
- **Sharing Sway**
- **Yammer Groups**
- **Yammer Discussions**
- **Creating Polls in Yammer**

### **Lab 1: Engage Colleagues with Delve, Sway & Yammer**

- **Activities:**
  - Navigate to Delve
  - Follow a colleague
  - Create a Sway from a Word document
  - Share the Sway with a colleague
  - Set up a group in Yammer
  - Create a Poll

### **Learning Objectives**

After completing this module, students will be able to:

- Search for colleagues and share content
  - Create and share engaging presentations
  - Use Yammer for effective communication
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## **Module 9: Working with Data Using Power BI, PowerApps, Flow, and Forms**

This module focuses on enhancing data management and automation using the Power Trilogy.

### **Lessons**

- **What is Power BI and What Does It Look Like**
- **Using Connectors**
- **Using Microsoft Forms**
- **Using Flow and the Available Connectors**
- **Creating Mobile Apps with PowerApps**

### **Lab 1: Working with Data Using Power BI, PowerApps, Flow & Forms**

- **Activities:**
  - Investigate Power BI templates
  - Create a feedback form
  - Create a Flow that sends an email based on your form

### **Learning Objectives**

After completing this module, students will be able to:

- Utilize Power BI, Forms, Flow, and PowerApps effectively