

55283 : Microsoft Office 365 Power User

Course Outline

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

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

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

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

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

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

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

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

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