

Collaboration in Microsoft 365

GoSkills online course syllabus

Skill level

Beginner

Lessons

36

Accredited by

CPD

Pre-requisites

No prior experience needed

Versions supported

Microsoft 365

Video duration

3h 18m

Estimated study time

12h

Instructor

Deborah Ashby

Introduction

1

Course Introduction

An introduction to the course and your instructor.

2

Understand Microsoft 365's Services

Understand the different types of accounts available in Microsoft 365 and which services and applications are part of each plan.

3

Create a Free Outlook Account

Create a free Outlook account so you can work through this course with the instructor.

4

Create a Free Microsoft 365 E5 Trial Account (Optional)

Create an E5 sandbox trial account so you can work through this course without using your real personal or work account.

Collaboration Essentials

5

Work with Microsoft 365 Groups

Understand what Microsoft 365 groups are and how they relate to other applications.

6

Get to Grips with SharePoint

Understand how SharePoint Document Libraries integrate with other applications in Microsoft 365.

7

Send Mail to an Outlook Group

Send emails to multiple recipients using Microsoft groups in Outlook.

8 **Shared Calendars in Outlook**
Understand how to view and work with personal and group calendars in Microsoft 365.

9 **Invite Others to Outlook Meetings**
Create appointments and use the Scheduling Assistant to invite others to meetings.

10 **Communicate with Viva Engage (Yammer)**
Explore the Viva Engage (Yammer) interface and understand how it can be used to build communities.

11 **Manage Conversations, Members and Channels in Teams**
Learn how to start and manage conversations, members and channels in Teams.

12 **Join Teams and Start Video and Audio Calls**
Learn how to join or create a meeting and chat with other team members via video/audio.

13 **Manage Tasks with Planner**
Learn how to create and manage tasks using Microsoft Planner.

14 **Microsoft Lists**
Create functional and feature-rich lists and share them with others.

15 **Work with OneNote Notebooks**
Learn how to create shared notebooks in Microsoft 365 to brainstorm ideas with your team.

16 **Collaborate with Microsoft Forms**
Create surveys and quizzes to collect feedback from others.

File Storage and Sharing

17 **Explore the OneDrive Interface**
Learn how to use OneDrive to securely store and share files anywhere, anytime.

18 **Sync OneDrive Files to your Computer**
Synchronize OneDrive Files so they are accessible on our computer.

19 **Create, Save and Share Files in OneDrive**
Create new files and folders within OneDrive, save the files, and share them with others.

20 **Join Teams and Work with Files**
Learn the different ways to join public and private teams and how to work with files within those teams.

21 **File Libraries and Groups**
Understand how file libraries in Microsoft 365 are connected.

22 **Share Files in Viva Engage (Yammer)**
Learn how to share files in Viva Engage (Yammer) communities and how file libraries are linked together across Microsoft 365 applications.

Collaborate on Word, Excel and PowerPoint Files

23 **Work with Files and Documents Online**
Understand the difference between Office Online and Office Desktop and how to work with files in both of them.

24 **Co-Authoring Files and Documents Online**
Work with multiple people in real-time in Office Online documents.

25 **Add Comments to Word, Excel or PowerPoint Files**
Add comments, replies, and mentions to a document in Office Online.

26 **Track Changes to Documents**
Markup a document using Track Changes and learn how to accept or reject changes from colleagues.

Bring It All Together in Teams

27 **Add Cloud Storage to Teams**
Add additional cloud storage systems to Teams to make files available that are not stored in OneDrive.

28 **Add Documents as Tabs**
Add a useful document as a tab in a Teams channel.

29 **Display SharePoint Pages in Teams**
Add a SharePoint site or SharePoint site page as a tab in Microsoft Teams.

30 **Display Lists in Teams**
Display a list from Microsoft Lists as a tab in Microsoft Teams.

31 **Display a Yammer Community in Teams**
Display a Yammer (Viva Engage) community in a channel tab in Microsoft Teams.

32 **Co-Author PowerPoint and Excel Files Live in Meetings**
Work with meeting participants on a PowerPoint presentation or Excel spreadsheet in Teams.

33 **Brainstorm Ideas and Collaborate on Whiteboards**
Use the Whiteboard application in Teams meetings.

Microsoft Loop

34 **Introduction to Microsoft Loop**
Getting familiar with Microsoft Loop and creating your own workspace.

35 **Workspaces and Loop Components**
Explore the features of Microsoft Loop workspaces and Loop Components.

Course Close and Next Steps

36 **Course Close**
Course Close and Final Goodbyes

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