

# Microsoft 365 e-learning channel, use

*Practical course - 1d - 12h29 - Ref. 8MU*

*Price : 290 € E.T.*

With Microsoft 365, companies can optimize their operations, foster collaboration between teams and stimulate innovation. However, the many possibilities offered by the MS 365 suite are not always exploited to their full potential. This specialized channel on Microsoft 365 will teach you how to use all the collaborative tools at your disposal to become a true expert in communication and teamwork. Ready to become an expert in online collaboration?

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Use the Planner tool.
- ✓ Master the Microsoft 365 work environment
- ✓ Collaborate online and work together on a project with Microsoft 365
- ✓ Organize, participate in and lead a remote meeting.
- ✓ Work mobile with Microsoft 365 tools
- ✓ Managing your teams with Microsoft 365.

## Intended audience

Anyone wishing to learn about collaborative working on Office 365.

## Prerequisites

Basic knowledge of the Office environment.

### PARTICIPANTS

Anyone wishing to learn about collaborative working on Office 365.

### PREREQUISITES

Basic knowledge of the Office environment.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## Practical details

### Digital activities

Getting to grips with the tools. Application exercises. Recorded lessons and sharing of best practices.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Course schedule

### 1 Microsoft 365 and Teams, mastering the essential tools for collaborative working

- Discover the Microsoft 365 environment.
- Manage files in OneDrive Enterprise.
- Use SharePoint Online's team sites and libraries.
- Discover Teams, manage a team and channels.
- Manage private conversations and calls on Teams.
- Teamwork on files.
- Organize and participate in online meetings.
- Communicate with Microsoft 365's online messaging system, Outlook for the web.
- Use Microsoft 365 online applications, Office for the web.
- Create and share notes with OneNote.

### 2 Planner, manage tasks and projects from within Teams

- Discover Planner.
- Create a plan and manage tasks.
- Get organized with Planner.
- Working together on a plan.
- Follow-up a plan.

## Options

Certification : 100€ HT