

## Microsoft® Office 365® Online Productivity Apps

### Course Specifications

Course Number:

091030

Course Length:

1 day

### Course Description

Overview:

This course builds on the foundational knowledge of the Microsoft® Office 365® online apps and takes a deeper look at the specific apps beyond Microsoft Word, Excel®, and PowerPoint®. Knowing that productivity often begins with assembling the right people, this course starts with the Teams app that is used to collaborate on shared files and conduct online meetings. The connection between Planner and Teams is established to keep the group's work on schedule. The Forms app is introduced as a tool for collecting information that can be used to help determine your next course of action. The apps designed to handle media assets are introduced: Stream to manage video resources and Sway to create digital stories. Finally, the power of automating your work processes is introduced in Flow, with students using the built-in templates as a starting point. For those interested in the Power BI® and PowerApps® features, a brief overview of these apps is included in an appendix.

**Important Note About Prerequisite Course:** This course is designed to be the second course in a series. The first course is *Microsoft® Office 365® Online (with Skype® for Business)*. It is highly recommended that you take the prerequisite course before taking this one.

## Course Objectives:

In this course, you will use the Office 365 productivity apps to work collaboratively with others.

You will:

- Identify the Office 365 apps.
- Create a team and conduct online meetings with Microsoft Teams.
- Create a plan and manage team activities with Planner.
- Use Forms to create a form and collect responses.
- Post, organize, and view videos in Stream.
- Use Sway to create digital stories and content.
- Automate your workflow by connecting apps with Flow.

## Target Student:

This course is designed for knowledge workers in a variety of professional situations and fields who have been introduced to the Office 365 online productivity apps and want to explore and use the other apps that include Teams, Planner, Forms, Stream, Sway®, and Flow to collaborate, communicate, and share resources with members of their organizations.

## Prerequisites:

To ensure your success, you will need to be familiar with the Windows® operating system and a web browser. You also need to have a basic understanding and experience working with the Office 365 online interface and the core applications, including Outlook® on the web, SharePoint®, and OneDrive®.

To meet these prerequisites, you can take any one or more of the following Logical Operations courses:

- *Using Microsoft® Windows® 10*
- *Microsoft® Office 365® Online (with Skype® for Business)*

## Course-specific Technical Requirements

### Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 20 GB available hard disk space
- Keyboard and mouse (or other pointing device)
- 1,024 x 768 resolution monitor recommended
- DirectX 10 graphics card
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Projection system to display the instructor's computer screen

### Software:

- Microsoft® Windows® 10
- Microsoft® Office 365® licenses (Office 365 Enterprise E5 is recommended.)The Office 365 plan you use depends on the licensing available in your environment. If you wish to use a trial version for testing, Office 365 Enterprise E5 is recommended, as it includes Power BI.

## Course Content

### Lesson 1: Overview of the Office 365 Apps

**Topic A:** Navigate in Office 365

**Topic B:** Identify How the Office 365 Apps Work Together

### Lesson 2: Collaborating with Microsoft Teams

**Topic A:** Navigate the Teams Interface

**Topic B:** Create a Team

**Topic C:** Meet in Microsoft Teams

### Lesson 3: Managing Activities with Planner

**Topic A:** Navigate the Planner Interface

**Topic B:** Create a Plan

### Lesson 4: Gathering Information with Forms

**Topic A:** Create a Form

**Topic B:** Share Forms and Collect Responses

### Lesson 5: Managing Video Resources with Stream

**Topic A:** Navigate the Stream Interface

**Topic B:** Post and Organize Videos in Stream

### Lesson 6: Using Sway to Create Digital Stories

**Topic A:** Navigate the Sway Interface

**Topic B:** Create a Sway

### Lesson 7: Automating Your Work with Flow

**Topic A:** Navigate the Flow Interface

**Topic B:** Create and Share a Flow

### Appendix A: Exploring Microsoft's Power Tools