Efficient Collaboration with Office 365

Program Overview:

This course is designed for persons who have started using MS Teams and want to learn how to collaborate using O365 tools.

Objectives:
- Discover the benefits of using O365 tools for collaboration and how it can save you time and effort.
- Experience hands-on exposure in using different O365 tools, including Planner, To Do, and OneNote.
- Learn how to effectively manage and share files using O365 tools, such as file sharing permissions & versions.

Target Audience:
Novice

Duration:
3 hours

cyberskills

Freeport Zone 5
Mer Rouge
Mauritius

info@cyberskills.mu
cyberskills.mu

Programme

Module	Duration
File sharing • Upload a file • Download a file • Share a file • Share multiple files • File sharing permissions • Versions • Collaborate	

Planner
 • Introduction
   • Labels
   • Buckets
   • Tasks
   • Board
   • Filter
 • Manage planner
 • Configure planner
	Total 3 hours

To Do
 • Introduction
   • Tasks
   • My Day
   • Importance
   • Reminders
 • Manage To Do
 • Setup To Do	

OneNote
 • Introduction
   • Section
   • Page
   • Content	

OneNote setup • Section group	
Export page	
Minutes of meeting	