

From Zero to Hero with Microsoft Office 365 («O365ZH»)

In this five-day Microsoft Office 365 course, you will learn how to efficiently use the most central apps of the Office 365 suite and understand the interrelationships and functional scopes of the O365 applications.

Duration: 5 days

Price: 3'000.–

Course documents: Digital courseware (Digicomp and third-party providers)

Content

1. Onboarding (1 hour)
2. **Efficient use of Office 365** (2 days)
 - o Office 365 Basics and OneDrive
 - o Office 365 Desktop – Basics
 - o Word 365 – Basics
 - o Excel 365 – Basics
 - o PowerPoint 365 – Basics
 - o Outlook 365 – Basics
3. **Efficient interaction with Microsoft Teams** (1 day)
 - o The application window
 - o Channels
 - o Document storage and management
 - o Chat
 - o Quick insight: Calendar
 - o Manage team
 - o Personal account settings
 - o Create a new team
 - o Tips & Tricks
 - o Hands-on sharing of insights in creating and building teams
 - o Integrating apps into teams
4. **Create meetings and workshops interactively with Microsoft Teams** (1 day)
 - o Plan, change, delete appointments
 - o Special events
 - o Virtual backgrounds
 - o Audio & Video
 - o Use resources target-oriented
 - o Group rooms (breakout rooms)
 - o Surveys and reactions in meetings
 - o PowerPoint Live
 - o Live subtitles
 - o Dynamic views
 - o Meeting options
 - o Differences in the Teams WebApp
 - o Teams Mobile App
 - o Tips & Tricks
5. **Task management with Office 365** (1/2 day)
 - o Planner
 - o To Do
 - o Mobile Apps from Planner & To Do
6. **Create and evaluate surveys efficiently with Microsoft Forms** (1/2 day)
 - o Introduction to Microsoft Forms

- Question types and forms
- Difference between form and quiz
- Form design
- Settings
- Multilingual forms
- Include branches for more complex forms
- Evaluation visually as well as in Microsoft Excel
- Create summary
- Sharing forms
- Create quizzes
- Integrate a form with Microsoft Teams
- Viewing in the browser and via smartphones

Key Learnings

- Understanding of the functional scope and context of Office 365 apps
- Using Microsoft Teams efficiently, including online meetings, workshops, and presentations
- Getting to know the Office 365 tools for task management (Planner & ToDo)
- Creating and managing surveys in a target-oriented manner using Microsoft Forms

Target audience

This course is aimed at anyone who wants to acquire a comprehensive knowledge of the Office Apps Word, Excel, PowerPoint, Outlook as well as Teams, Planner, ToDo, OneDrive and Forms. Individuals who want to understand Microsoft (Office) 365 from scratch as well as those who want to develop Power User skills on Office 365 topics.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/course-package-from-zero-to-hero-with-microsoft-office-365