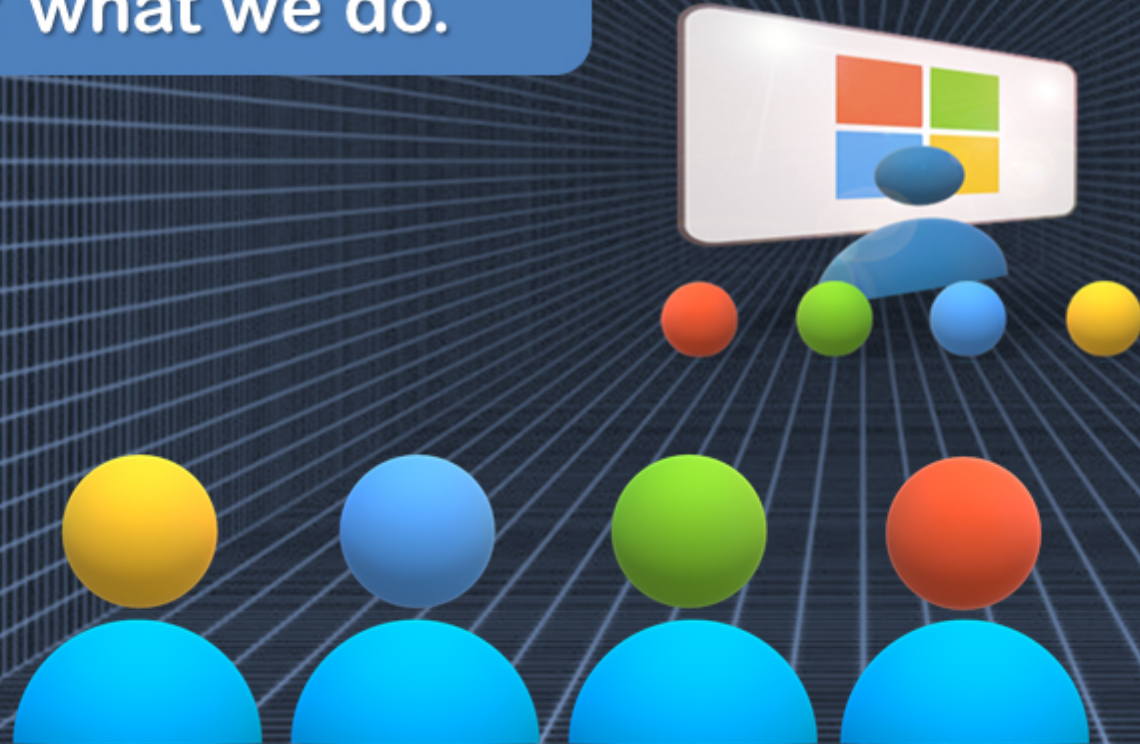


Microsoft 365

ADVANCED USER COURSE



Your learning needs are at the heart of what we do.



By FourSquare Training



Microsoft 365 Training for Advanced Users Topics – Two-day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

- **Module 1: Microsoft 365 – An Overview**

1. What is Microsoft 365?
2. The Web Portal
3. My Profile
4. Install Software and Change Settings
5. Search
6. The Windows 10 App

- **Module 2: OneDrive for Business**

1. Introducing your drive in the cloud
2. New Documents and Folders
 - a. Creating Documents
 - b. Creating Folders
 - c. Uploading Documents and Folders
3. Existing Documents and Folders
 - a. Editing Documents in Online Apps

- b. Editing Documents in Installed Apps
 - c. Move and Copy Documents
4. Collaborating
 - a. Sharing and Un-sharing Files/Folders
 - b. Finding Shared Content
 - c. Co-Authoring
5. To sync or not to sync?
6. Mobile App including Office Lens

- **Module 3: Outlook365**

1. Outlook and Outlook Online Comparison
2. Focused Inbox
3. Categories and Rules
4. Automatic Replies
5. Calendars (meetings, online meetings and shared Calendars)
6. Integration with Teams
7. Attachment or Modern Attachment? – sharing documents
8. Tasks / Flagged Emails / Tasks with Planner and ToDo
9. Mobile App





- **Module 4: Delve for Microsoft 365**

1. Search without Searching – Popular and Recommended Documents
2. Search
3. Favourites and Boards
4. Analytics

- **Module 5: Viva for Microsoft 365 (optional)**

1. Microsoft Viva Learning
2. Microsoft Viva InSights
3. Microsoft Viva Topics
4. Microsoft Viva Connections
5. Security and Privacy

- **Module 6: Yammer for Microsoft 365**

1. Introduction to Yammer
2. What are Networks, Groups and Topics?
3. Customising and Managing your Profile
4. Start / Join / Manage Conversations
5. Inbox, Private Messages, Notifications and Mentions
6. Notes, Files, Links, Announcements, Events, Polls and Praise
7. Search and Bookmarks

8. Using Email with Yammer
9. Integration between Yammer and Microsoft 365 (including Viva, Planner, SharePoint etc.)
10. Yammer Apps

- **Module 7: Sway for Microsoft 365**

1. Deciding between Sway and Present
2. Creating a Sway from Template
3. Create a Sway from Blank
4. Create a Sway from a Document
5. Themes
6. Share a Sway

- **Module 8: Forms for Microsoft 365**

1. Creating a Form or Quiz
2. Setting a Theme
3. Sharing a Form
4. Analyse Results

- **Module 9: Integrating your Microsoft 365 applications**





1. Getting Started
 2. Creating and Assigning Tasks
 - a. Checklist
 - b. Comments
 - c. Links
 3. Buckets and Labels
 4. Recording Progress
 5. Views
 6. Integration with Outlook, Tasks with Planner and ToDo and Teams
 7. Working with the Mobile App
- **Module 10: Microsoft 365 Business Apps Overview (Only for M365 Business Subscriptions)**
 1. MileIQ
 2. Bookings
 3. Kaizala
 - **Module 11: OneNote and Microsoft 365**
 1. Notebooks, Sections and Pages
 2. Copy and Paste
 3. Insert Content including Files and Printouts
 - **Module 12: SharePoint and Microsoft 365 Introduction**
 4. Audio, Video and Pictures
 5. Handwriting – text and math recognition
 6. Tags
 7. Search
 8. Sharing
 - **Module 13: Apps Introduction**
 - Part 1: Microsoft 365 Lists
 - a. Create a List
 - b. Create Columns
 - c. Create List Entry
 - d. Format Columns
 - e. Sort and Filter a List
 - f. Create and Use Views
 - g. Set Alerts





- Part 2: Microsoft 365 Document Libraries
 - a. Create a Library
 - b. Create Columns
 - c. Create Documents
 - d. Format Columns
 - e. Sort and Filter a Library
 - f. Create and Use Views
 - g. Set Alerts
 - h. Share Documents
 - i. Copy and Move Documents
 - j. Working with Versions
 - k. Check-in and Check-Out

- **Module 14: Microsoft 365 Pages**

1. Create and Modify a Site Page
2. News Page

- **Module 15: Microsoft 365 Teams**

1. What is Microsoft Teams?
2. Creating and Joining Teams
3. Adding Members and Owners to Teams
4. Team Chat (Conversations)

5. Channels
6. Team Meetings
7. Private Conversations
8. Private Meetings
9. Calls in Teams
10. Private Calls
11. Role Organisation in Teams
12. Adding Files
13. Editing Files
14. Using Tabs to integrate with other Apps
15. Using MS Teams from Outlook, Planner, OneDrive and SharePoint

- **Module 16: Security in Microsoft 365**

1. Awareness
2. The User 'Firewall'
3. Security Features available





Microsoft 365 Course Feedback

“Very willing to tailor to the needs of our personal queries.”
Microsoft 365 Training Nottingham

“Excellent trainer! Calm, Knowledgeable and patient. Good coverage of topics and all requests have been fully addressed.”
Microsoft 365 Training Ipswich

“Thank you for the M365 overview, consultation & training provided over the past 2 days. We now have a much better overview of the whole Microsoft suite and are confident that it can improve the efficiency of our business operations.”
Microsoft 365 Overview, Training and Consultancy Hampshire

“We found the training very informative and helpful. The trainer did a really good job so it was a positive day overall.”
Microsoft 365 Course Darlington

“Kept everyone so engaged and her passion for M365 and for delivering training really shone through.”
Microsoft 365 Training Liverpool

“Everything was clearly presented and explained. We had opportunities to ask questions and the training addressed issues specific to our organisation.”
Microsoft 365 Courses Suffolk



“Excellent course for people new to 365.”
Microsoft 365 Training Leeds

“Good informative course and good instructor who obviously knows her subject area thoroughly.”
Microsoft 365 Training Stafford

**Scan the QR Code for
more course information:**



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