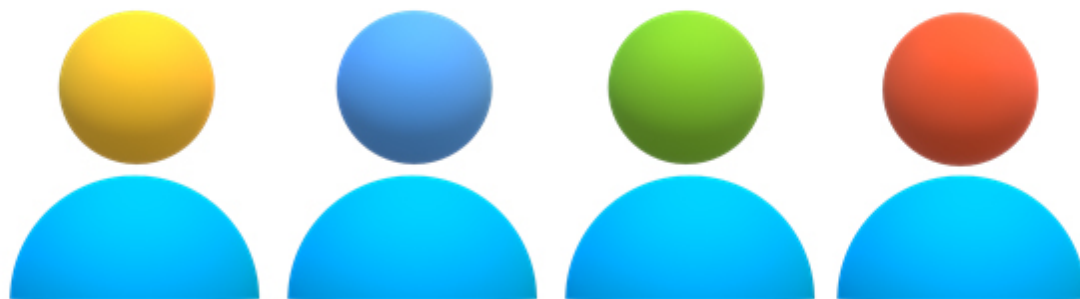


Microsoft 365 Apps Overview



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



By FourSquare Training

Introduction to Apps for Microsoft 365

Training Course Topics: Two Day Tour

- **Day 1: Microsoft 365 Apps– An Overview**
 - Admin
 - SharePoint
 - Teams (including integrated Skype for Business)
 - Viva
 - Delve
 - Outlook
 - Planner, Tasks and ToDo (now rebranded together as Tasks by Planner and ToDo)
 - Video
 - Word
 - Excel
 - Yammer
-
- **Day 2: Microsoft 365 Apps – An Overview**
 - Calendar
 - OneDrive
 - Power Automate
 - OneNote
 - People
 - Compliance
 - Bookings (Only currently available with a Business Premium Licence)
 - Sway

- Staff Hub (Only currently available with a Business Premium Licence)
- Stream
- Power Apps
- Power BI (Only currently available with Office/Microsoft E5 Licences)
- Invoicing (Only currently available with a Business Premium Licence)

This course provides a tour of the applications available within the Microsoft 365 suite, how they fit together and what they do. It is intended to provide insight into, and context for, the environment for organisations that are looking to get the most out of M365.





Microsoft 365 User 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 End User 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 End User 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 End User 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 End User Training Stafford

Scan the QR Code for more course information:



Print responsibly.