Microsoft 365
POWER USER COURSE

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

By FourSquare Training

Microsoft 365 Training Course for Power Users Topics – Three-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: Office 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/ Windows 11 App

- **Module 2: OneDrive for Business**
  1. What is OneDrive?
  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. Deciding which Documents to Sync
  6. Mobile App including Office Lens

- **Module 3: Microsoft 365 and Outlook**
  1. Outlook and Outlook Online Comparison
  2. Focused Inbox
  3. Categories and Rules
  4. Automatic Replies
  5. Using Calendars (meetings, online meetings and shared Calendars)
  6. Integration with Teams
  7. Attachment or Modern Attachment? – sharing documents
  8. Tasks / Flagged Emails / Tasks by Planner and To Do – keeping track of tasking
  9. Mobile App

- **Module 4: Delve for Microsoft 365**
  1. What is Delve?
  2. Search without Searching – Popular and Recommended Documents
  3. Search
  4. Favourites and Boards
  5. Analytics

- **Module 5: Microsoft Viva for Microsoft 365**
  1. What is Microsoft Viva?
  2. Microsoft Viva Learning
  3. Microsoft Viva InSights
  4. Microsoft Viva Topics
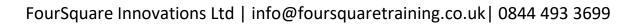 5. Microsoft Viva Connections
  6. Security and Privacy

- **Module 6: Yammer for Microsoft 365**
  1. What is Yammer?
  2. What are Networks, Groups and Topics?
  3. Customising and Managing your Profile
  4. Starting, Joining and Managing Conversations
  5. Inbox, Private Messages, Notifications and Mentions
  6. Using Notes, Files, Links, Announcements, Events, Polls and Praise
  7. Finding the answers using Search and Bookmarks
  8. Using Email with Yammer
  9. Integration between Yammer and Microsoft 365 (Tasks by Planner and To Do, SharePoint etc.)
  10. Ÿammer Apps

- **Module 7: Sway for Microsoft 365**
  1. What is Sway?
  2. Deciding between Sway and other presentations
  3. Creating a Sway from Templates
  4. Create a Sway from scratch
  5. Create a Sway from a Word Document
  6. Themes
  7. Sharing a Sway

- **Module 8: Forms for Microsoft 365**
  1. What is Microsoft Forms?
  2. Creating a Form or Quiz

3. Setting a Theme
4. Sharing a Form
5. Analyse Results

- **Module 9: Tasks by Planner and To Do**
    1. What is Tasks by Planner and ToDo?
    2. Getting Started
    3. Creating and Assigning Tasks
        a. Checklist
        b. Comments
        c. Links
    4. Buckets and Labels
    5. Recording Progress
    6. Views
    7. Integration with Outlook, ToDo and Teams
    8. Working with the Mobile App

- **Module 10: Microsoft 365 Business Apps Overview (Only for 365 Business Subscriptions)**
    1. MileiQ
    2. Bookings
    3. Kaizala

- **Module 11: OneNote and Microsoft 365**
    1. What is OneNote?
    2. Notebooks, Sections and Pages
    3. Copy and Paste
    4. Insert Content (including Files and Printouts)
    5. Audio, Video and Pictures
    6. Handwriting – text and math recognition
    7. Tags
    8. Search
    9. Sharing

- **Module 12: SharePoint and Microsoft 365 Introduction**
    1. What is SharePoint?
    2. Overview of Team Sites, Communication Sites, Hub Sites, Groups and Teams
    3. Navigating a Site
    4. Using the Recycle Bin

- **Module 13: Apps Introduction**
    o Part 1: Microsoft 365 Lists
        a. What are Lists?
        b. Create a List

- c. Create Columns
- d. Create List Entry
- e. Format Columns
- f. Sort and Filter a List
- g. Create and Use Views
- h. Set Alerts
- o Part 2: Microsoft 365 Document Libraries
  - a. What are Document Libraries?
  - b. Create a Library
  - c. Create Columns
  - d. Create Documents
  - e. Format Columns
  - f. Sort and Filter a Library
  - g. Create and Use Views
  - h. Set Alerts
  - i. Share Documents
  - j. Copy and Move Documents
  - k. Working with Versions
  - l. Check-in and Check-Out
- o Part 3: Other Apps
  - a. Create and Use the SharePoint Calendar
  - b. Create and Use SharePoint Contacts App
  - c. Create and Use SharePoint Picture Library

- **Module 14: Advanced App Configuration**
  1. Accessing App Settings
  2. Versioning Settings
  3. Advanced Settings
  4. Document Templates

- **Module 15: Microsoft 365 Pages**
  1. Create and Modify a Site Page
  2. News Pages

- **Module 16: Microsoft 365 Site Settings**
  1. Customise Site Navigation
  2. Site Columns
  3. Site Themes
  4. Deleting Sites
  5. Site Settings

- **Module 17: Microsoft 365 Permissions**
  1. Default Site Permissions
  2. Adding/Removing Users
  3. Creating Custom Permission Groups

4. Setting Permissions at App Level

- **Module 18: Microsoft 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. File Organisation in Teams
  12. Adding Files
  13. Editing Files
  14. Using Tabs to integrate with other Apps
  15. Using Teams from Outlook, Planner, OneDrive and SharePoint

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

- **Module 19: Security in Microsoft 365**

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 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

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