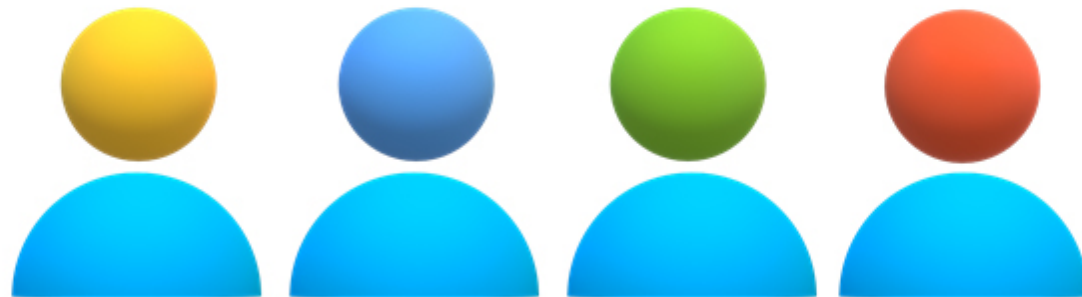# Microsoft 365
USER COURSE ESSENTIALS

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

By FourSquare Training

Essentials of Microsoft 365 for End Users training

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. My Profile
    3. Search

- **Module 2: OneDrive for Business**
    1. Creating Documents and Folders
    2. Uploading Documents and Folders
    3. Editing Documents
    4. Move and Copy Documents
    5. Sharing and Un-sharing Files/Folders
    6. Finding Shared Content
    7. Co-Authoring
    8. To sync or not to sync?
    9. Mobile App incl Office Lens

- **Module 3: Outlook365**
    1. Outlook and Outlook Online - the same but with different strengths
    2. Focused Inbox
    3. Categories and Rules
    4. Automatic Replies
    5. Calendars in Microsoft 365
    6. Integration with MS Teams
    7. Attachments
    8. Tasks / Flagged Emails / 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: Yammer for Microsoft 365**
    1. Introduction to Yammer
    2. Your Yammer Profile

3. Inbox, Private Messages, Notifications and Mentions
4. Using Notes, Files, Links, Announcements, Events, Polls and Praise
5. Search and Bookmarks
6. Email with Yammer
7. Integration with 'Tasks by Planner and To Do' and SharePoint

- **Module 6: Sway for Microsoft 365**
  1. Sway or Present?
  2. Creating a Sway from a Template
  3. Create a Sway from Blank
  4. Create a Sway from a Document
  5. Themes
  6. Share a Sway

- **Module 7: Forms for Microsoft 365**
  1. Creating a Form or Quiz
  2. Setting a Theme
  3. Sharing a Form
  4. Analyse Results
  5. Themes

6. Share a Sway

- **Module 8: Tasks by Planner and To Do for Microsoft 365**
  1. Creating and Assigning Tasks (Checklist, Comments, Links)
  2. Buckets and Labels
  3. Recording Progress
  4. Views
  5. Integration with Outlook, ToDo and MS Teams
  6. Working with the Mobile App

- **Module 9: OneNote and Microsoft 365**
  1. Notebooks, Sections and Pages
  2. Copy and Paste
  3. Insert Content including Files and Printouts
  4. Audio, Video and Pictures
  5. Handwriting, text and math recognition
  6. Working with the Mobile App
  7. Tags
  8. Search
  9. Sharing

- **Module 10: SharePoint and Microsoft 365**
  1. What is SharePoint?
  2. What's the difference? - Team Sites, Communication Sites, Hub Sites, Groups and Teams
  3. Navigating a Site
  4. Using the Recycle Bin
  5. Check-in and Check-Out

- **Module 11: Microsoft Teams and Microsoft 365**
  1. What are Teams?
  2. Creating and Joining Teams
  3. Team Chat (Conversations)
  4. Channels
  5. Team Meetings
  6. Conversations in Teams
  7. Calls in Teams
  8. Integration with other Apps (Viva, Outlook, Planner, OneDrive and SharePoint)

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:
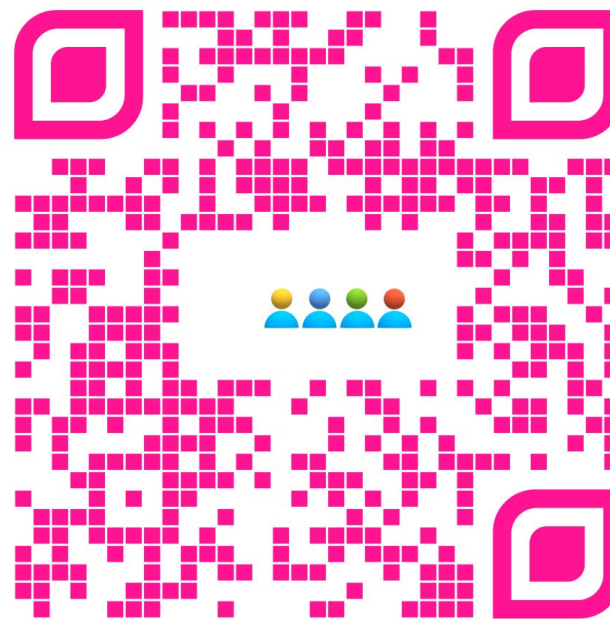
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