Microsoft 365
Introduction

Course Details

Course Name Introduction to Microsoft 365
Duration 1 Day
Course Code AFBMI365
Assumed Knowledge No prior knowledge is required

Course Aims

The course aims to provide an overview of the Microsoft 365 ecosystem and its applications, features, and benefits for modern work and collaboration. You will learn how to use OneDrive, SharePoint, Teams, and other new apps, as well as the Power Platform and the Viva suite of employee experience solutions. You will also review the familiar Office applications, discover the new Windows 11, use Microsoft 365 on your mobile devices, and find out how Copilot can help you with coding.

What You Will Learn

In this Microsoft 365 discovery learning session, you will get an overview of the Microsoft 365 ecosystem and its applications, such as OneDrive, SharePoint, Teams, Power Platform, Viva, Office, Windows 11, Mobile, and Copilot. You will learn how to use these applications to enhance your productivity, collaboration, and creativity in the modern workplace.

Skills

- How to store and access your files in the cloud using OneDrive and SharePoint
- How to use Teams and other apps to communicate and collaborate with your colleagues and customers
- How to leverage the Power Platform and Viva to automate workflows, analyze data, create custom apps, and enhance your well-being and learning

Target Audience

This course is designed for anyone who wants to learn more about Microsoft 365 and how it can help them work smarter and faster. Whether you are new to Microsoft 365 or already using some of its apps, this course will show you how to get the most out of its features and capabilities. You will discover how to use Teams and other apps to communicate and collaborate with your colleagues and customers, how to leverage the Power Platform and Viva to automate workflows, analyze data, create custom apps, and enhance your well-being and learning. This course is ideal for anyone who wants to boost their productivity, creativity, and innovation with Microsoft 365.

Course Content

Module 1 – Microsoft 365 Overview

Topic A   What is Microsoft 365?
Topic B   Licensing
Topic C   Roles & Responsibilities

Module 2 – My Files

Topic A   What is OneDrive for Business?
Topic B   What is SharePoint?
Topic C   How does it compare?
Topic D   What are the benefits?

Module 3 – New Apps

Topic A   What is Teams?
Topic B   What is Planner?
Topic C   What is Forms?
Topic D   What is Sway?
Topic E   What is To Do?
Topic F   What is Lists?
Topic G   What is Bookings?
Topic H   What is Loop?
Topic I   What is Whiteboard?

Module 4 – Power Platform

Topic A   What is Power Automate?
Topic B   What is Power BI?
Topic C   What is Power Apps?
Topic D   What is Power Virtual Agents?

Module 5 – Viva

Topic A   What is Viva Connections?
Topic B   What is Viva Engage?
Topic C   What is Viva Insights?
Topic D   What is Viva Goals?
Topic E   What is Viva Learning?
Topic F   What is Viva Sales?
Topic G   What is Viva Pulse?
Topic H   What is Viva Amplify?

Module 6 – What about Office?

Topic A   What about Outlook?
Topic B   What about Word?
Topic C   What about Excel?
Topic D   What about PowerPoint?

Module 7 – Windows 11

Topic A   Accessing Microsoft 365 in Windows
Topic B   Searching for files
Topic C   Working better with Windows

Module 8 – Mobile

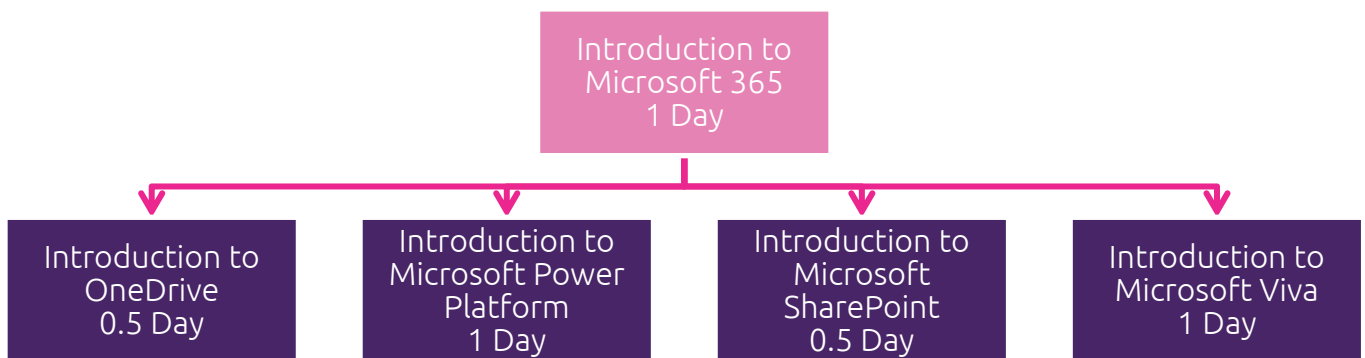Topic A   Office Mobile Apps
Topic B   Microsoft 365 App

Module 9 – Copilot

Topic A   What is Co-pilot
Topic B   Co-pilot and Office
Topic C   Co-Pilot in Teams
Topic D   Co-Pilot in Power Platform

Course Progression

At Appetite, we understand the significance of rolling out Microsoft 365 in the modern workplace. That's why we are excited to introduce our Introduction to Microsoft 365 training course, this is the perfect start to empower employees with the essential knowledge and skills needed to understand the benefits Microsoft 365 has to offer as we cover most of the key tools and features on offer. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft 365 and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation.

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                          Introduction to
                          Microsoft 365
                             1 Day
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Introduction to OneDrive 0.5 Day	Introduction to Microsoft Power Platform 1 Day	Introduction to Microsoft SharePoint 0.5 Day	Introduction to Microsoft Viva 1 Day

About Appetite
Audacious, Human, Purposeful, Rigorous, Kind
Our company values underpin everything we do and are at the heart of our business.

Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.