

# Microsoft Loop Introduction



## Course Details

**Course Name** Introduction to Microsoft Loop

**Duration** 0.5 Day

**Course Code** AFBIMLO

**Assumed Knowledge** No prior knowledge is required

## Course Aims

The aim of this course is to introduce you to Microsoft Loop, a new collaborative app that allows you to create and share dynamic content with your team. You will learn how to access and use Loop, how to create and edit pages and workspaces, and how to integrate Loop with other Microsoft 365 apps. By the end of this course, you will be able to use Loop to enhance your productivity, creativity, and teamwork.

## What You Will Learn

In this course, you will learn how to create and share dynamic content with Microsoft Loop, a new collaborative app that integrates with other Microsoft 365 apps. You will start by getting an overview of Loop, its purpose, and its key features and functionality. Then, you will explore how to access and use Loop, and how to create and edit pages and workspaces. Pages are documents that you can build with various components, such as text, images, tables, diagrams, and more. Workspaces are spaces where you can organize and collaborate on pages with your team. Finally, you will learn how to make the most of Microsoft Loop by using components to add interactivity and intelligence to your pages, and by integrating Loop with other Microsoft 365 apps, such as Teams, Outlook, Word, Excel, and PowerPoint. By the end of this course, you will be able to use Loop to enhance your productivity, creativity, and teamwork.

## Skills

- Create and share dynamic content with Loop pages and workspaces
- Use components to add interactivity and intelligence to Loop pages
- Integrate Loop with other Microsoft 365 apps to enhance collaboration and productivity

## Target Audience

This course is for Microsoft 365 users who want to learn how to use Loop to create and share dynamic content with their teams and colleagues. Loop is a new app that integrates with Word, Excel, PowerPoint, Teams, and SharePoint. The course covers the basics of Loop components, pages, and workspaces.

## Course Content

### Module 1 - Getting to know Microsoft Loop

Topic A Overview of Loop

Topic B Purpose of Loop

Topic C Key Features & Functionality

### Module 2 - Exploring Microsoft Loop

Topic A Accessing Loop

Topic B Pages

Topic C Workspaces

### Module 3 - Making the most of Microsoft Shifts

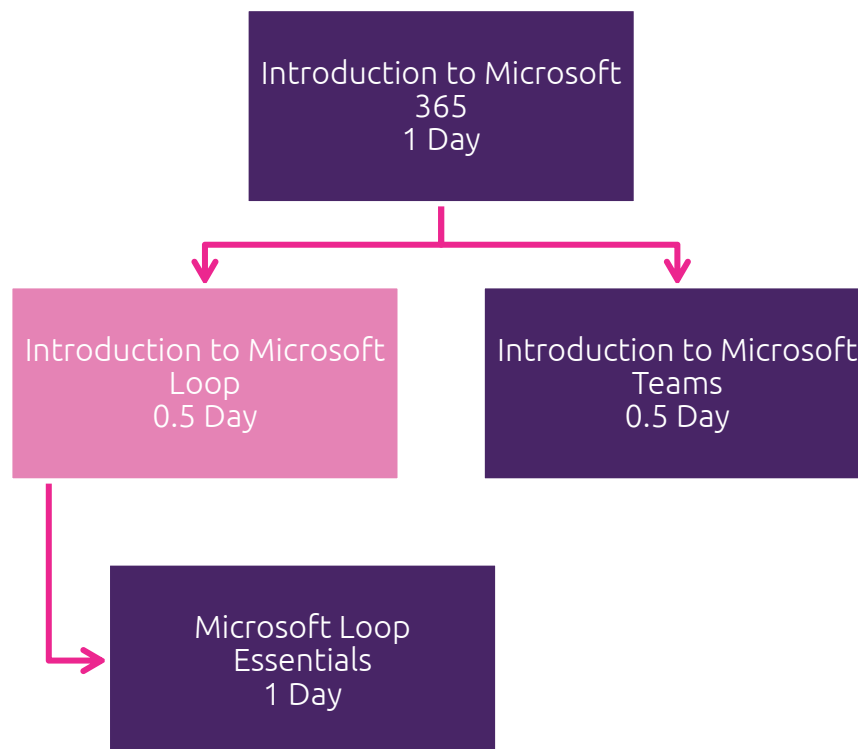
Topic A Components

Topic B Microsoft 365 Integration

## Course Progression

At Appetite, we understand the significance of Microsoft 365 in a modern workplace environment. That's why we are excited to introduce our Microsoft Loop training course, designed as a transformative co-creation experience that brings together teams, content and tasks across your tools and devices. 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 Loop and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft 365 and advance your career in the digital era by taking one of the following courses.



## 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.

Security	Accreditations	Pledges
   	 <b>Certified</b>  <b>Corporation</b> 