

Microsoft Loop Essentials



Course Details

Course Name Microsoft Loop Essentials

Duration 1 Day

Course Code AFBMLE

Assumed Knowledge None

Course Aims

In this course, you will learn about Microsoft Loop, a new service that lets you make and work on flexible workspaces. You will learn how to use the Loop interface, make and manage Loop workspaces, work together with your team using different Microsoft 365 apps, sort and share content in and between workspaces, connect Loop with other Microsoft 365 services, and use the Loop mobile app to access your workspaces anywhere. You will also learn some tips and best practices to improve your productivity and teamwork using Loop, and how to solve common problems. By the end of this course, you will be able to use Loop to boost your collaboration and communication.

What You Will Learn

You will learn how to use Microsoft Loop, a service that enables you to create and collaborate on dynamic workspaces with your team. You will explore the Loop interface, tools, and content, and how to create and manage workspaces with different permissions and access levels. You will also discover how to collaborate in real time with your team using various Microsoft 365 apps within Loop, and how to organise and share content across workspaces. Additionally, you will learn how to integrate Loop with other Microsoft 365 services, and how to use the Loop mobile app to access and manage your workspaces on the go. Finally, you will get some tips and best practices to optimise your productivity and teamwork using Loop, and how to troubleshoot common issues.

Skills

- create and manage Loop workspaces with different permissions and access levels
- collaborate in real time with your team using various Microsoft 365 apps within Loop
- integrate Loop with other Microsoft 365 services and use the Loop mobile app

Target Audience

This training course is designed for anyone who wants to learn how to use Loop, a new Microsoft 365 app that lets you create, share, and edit dynamic documents that combine text, tables, charts, images, and other media. You will learn how to create and manage Loop workspaces, collaborate with your team across different projects and platforms, and customize Loop settings and permissions.

Course Content

Module 1 – Introduction to Microsoft Loop

Topic A Loop Overview & Purpose

Topic B Key Features & Functionalities

Module 2 – Navigating the Loop Interface

Topic A Loop Interface

Topic B Tools & Content

Module 3 – Creating & Managing Loop Workspaces

Topic A Setting up Workspaces

Topic B Permissions & Access

Module 4 – Collaborating in Loop

Topic A Real Time Collaboration

Topic B Microsoft 365 Apps in Loop

Module 5 – Organising & Sharing Content

Topic A Uploading & Organising Files

Topic B Sharing & Co-authoring

Module 6 – Loop Integration

Topic A Integration with Microsoft 365 Services

Module 7 – Loop Mobile App

Topic A Using the Loop App

Topic B Managing Mobile Workspaces

Module 8 – Loop Best Practices & Tips

Topic A Optimising Productivity & Teamwork

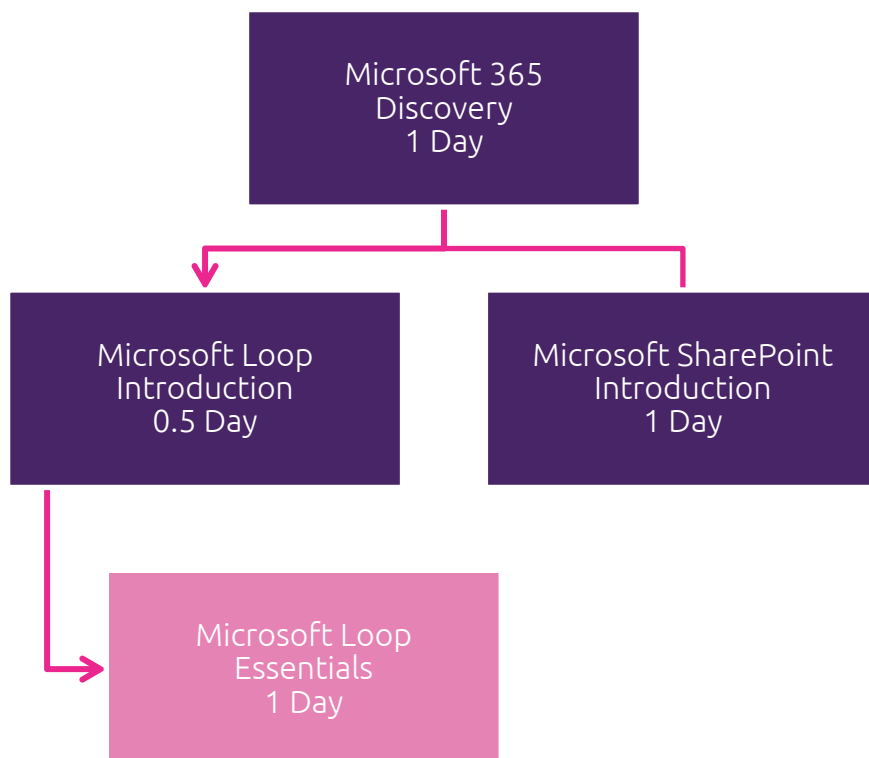
Topic B Troubleshooting

Course Progression

At Appetite, we have a variety of courses to help you master Microsoft Visio, the most comprehensive and flexible diagramming software in the world. Whether you are a beginner who wants to make and edit simple diagrams, an intermediate user who wants to improve your diagrams with advanced features, an advanced user who wants to handle and automate complex diagrams, or an expert user who wants to discover the full potential of Visio, we have a course that meets your needs and objectives.

Our courses cover topics such as using shapes, stencils, and templates, applying layout, design, and data tools, making and modifying different types of diagrams, such as flowcharts, organization charts, floor plans, and network diagrams, working with layers, themes, and backgrounds, using keyboard shortcuts and custom commands, integrating diagrams with other applications and online resources, and sharing and collaborating on diagrams. You will also learn tips, tricks, and best practices to help you work productively and effectively with Visio.

At Appetite, we care about your learning journey and want to help you achieve your desired outcomes. That's why we also offer a Visio Masterclass course that combines all the content from our other courses and provides you with a thorough and in-depth learning experience. This course is ideal for users who want to learn everything there is to know about Visio and become skilled and confident in using it for any purpose and audience.



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 |
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|     |  Certified  Corporation  |       |