

# **Microsoft 365 Office for the Web Productivity Apps**

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This course builds on your foundational knowledge of the Microsoft 365 core apps and takes a deeper look at some of the productivity apps beyond Microsoft Word, Excel, and PowerPoint. Knowing that productivity often begins with assembling the right people, this course starts with the Teams app that is used to collaborate on shared files and conduct online meetings. The connection between Planner and Teams is established to keep the group's work on schedule. The Forms app is introduced as a tool for collecting information that can be used to help determine your next course of action. The apps designed to handle media assets are introduced: Stream to manage video resources and Sway to create digital stories. Finally, the power of automating your work processes is introduced in Power Automate, with students using the built-in templates as a starting point. For those interested in the Power BI and Power Apps features, a brief overview of these apps is included in an appendix.

## **Course Objectives:**

In this course, you will use the Microsoft 365 productivity apps to work collaboratively with others.

You will:

- Identify the Microsoft 365 apps.
- Create a team and conduct online meetings with Microsoft Teams.
- Create a plan and manage team activities with Planner.
- Use Forms to create a form and collect responses.
- Post, organize, and view videos in Stream.
- Use Sway to create digital stories and content.
- Automate your workflow by connecting apps with Power Automate.

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- Identify How the Microsoft 365 Apps Work Together.

### **Module 2 - Collaborating with Microsoft Teams**

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- Meet in Microsoft Teams

### **Module 3 - Managing Activities with Planner**

- Navigate the Planner Interface.
- Create a Plan.

### **Module 4 - Gathering Information with Forms**

- Navigate the Stream Interface.
- Post and Organize Videos in Stream.

### **Module 5 - Managing Video Resources with Stream**

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### **Module 6 - Using Sway to Create Digital Stories**

- Navigate the Sway Interface.
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### **Module 7 - Automating Your Work with Power Automate**

- Navigate the Power Automate Interface.
- Create and Share a Flow.