

Slack for Beginners

This course is designed for individuals who are new to Slack and want to learn the basics of using this powerful collaboration tool. This course will cover fundamental concepts, essential features, and practical tips to help users communicate and collaborate effectively within their teams. By the end of the course, participants will be comfortable navigating Slack, sending messages, managing channels, and using integrations.

Table of contents

Module 1 Getting started with Slack

Lesson:

- Joining a Workspace
- Navigating Slack
- Editing a Profile
- Working with Presence Status

Module 2 Working with Channels

Lesson:

- Overview of Channels
- Creating a Channel
- Editing a Channel

Module 3 Working with Messages

Lesson:

- Sending a Message in a Channel
- Sending a Direct Message
- Responding to or Editing a Message
- Viewing messages

Module 4 Working with Calls

Lesson:

- Starting a Huddle
- Working in a Huddle

Module 5 Sharing Files and Conversations

Lesson:

- Sharing Files
- Creating and Sharing a Post
- Creating and Sharing a Snippet
- Using a Canvas in Slack
- Collaborating in a Canvas

Module 6 Searching and Shortcuts in Slack

Lesson:

- Searching in Slack
- Using Shortcuts in Slack

Module 7 Preferences and Additional Features

Lesson:

- Working with Preferences
- Connecting to Outside Apps
- Using the Mobile App

