KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft 365 Office for the Web Productivity Apps

Learn to collaborate, plan, gather data and automate workflows using Teams, Planner, Forms, Stream, Sway and Power Automate.

7 MODULES

15 TOPICS

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

- **Microsoft 365 Users**
- **Office Administrators**
- **Team Collaborators**
- **Project Coordinators**
- **Business Users**

LEARNING 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

COURSE SYLLABUS

7 Modules, 15 Topics

01

Overview of the Microsoft 365 Apps

TOPICS

- Navigate the Microsoft 365 Environment
- Identify How the Microsoft 365 Apps Work Together

02

Collaborating with Microsoft Teams

TOPICS

Navigate the Teams Interface · Create a Team · Meet in Microsoft Teams

03

Managing Activities with Planner

TOPICS

Navigate the Planner Interface · Create a Plan

04

Gathering Information with Forms

TOPICS

Navigate the Stream Interface · Post and Organize Videos in Stream

05

Managing Video Resources with Stream

TOPICS

Navigate the Stream Interface · Post and Organize Videos in Stream

06

Using Sway to Create Digital Stories

TOPICS

Navigate the Sway Interface · Create a Sway

07

Automating Your Work with Power Automate

TOPICS

Navigate the Power Automate Interface · Create and Share a Flow

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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