

# Microsoft 365 for End User & Power User (1 Day)



Code M365-100

## About This Course

This course will provide students with the knowledge and skills to efficiently use Microsoft 365 on a day-to-day basis. Students will learn how to use Outlook and Exchange Online, Microsoft Team, OneDrive for Business, SharePoint Online, and OneNote. At the end of this course students will be able to effectively navigate Microsoft 365 and make use of all the features of Microsoft 365.

Technology:	Microsoft 365
Audience(s):	End users
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 -13:00-16:00
Prerequisites:	Basic knowledge of Microsoft Office or Microsoft Outlook.

## Course Outline

Module	
	<p>Time: 9.00 – 10.30</p> <p><b>Module 1: Microsoft 365 Overview</b></p> <p><b>Lessons:</b></p> <ul style="list-style-type: none"><li>▪ Microsoft 365 Overview</li><li>▪ Accessing Microsoft365</li><li>▪ Managing Microsoft 365 profiles</li><li>▪ Set up and use Microsoft 365 on your phone or tablet</li></ul>
Mini Break	
	<p>Time: 10.45-12.00</p> <p><b>Module 2: Using Exchange Online / Microsoft outlook</b></p> <p><b>Lessons:</b></p> <ul style="list-style-type: none"><li>▪ Overview of Exchange Online</li><li>▪ Working with Email and Folders</li><li>▪ Outlook People and IM Contacts</li><li>▪ Using the Calendar</li><li>▪ Shared Calendars</li><li>▪ Outlook Tasks</li><li>▪ Setting Outlook options, Signatures, Automatic</li></ul>

**Lunch Break**

Time: 13.00-14.30

**Module 3: Using Microsoft Team****Lessons:**

- Overview of Team
- Team Features
- Team group
- File library and File tab
- Share File and work with file together
- Chat in team and search people and file
- Communicate using Video
- Sharing – Presentations, Content/Screen

**Mini Break**

Time: 14.45 – 16.00

**Module 4: Using SharePoint Online****Lessons:**

- Getting familiar with the SharePoint admin center
- Uploading a document by drag & drop
- Uploading a document by windows explorer
- Document Version, Check-in, Check-out
- Creating a folder
- Editing a document
- Editing document properties
- Downloading a copy
- Deleting a document
- Recovering a document
- Document search
- Manage security and Sharing



Time: 16.00 – 16.30

**Module 5: Using OneDrive for Business and OneNote Online****Lessons:**

- OneDrive Overview
- OneNote Online Overview
- Create, view, and edit files with OneDrive for Business
- Manage files with OneDrive for Business
- Create and organize a OneNote notebook
- Manage notes and share information