

Collaboration in Microsoft 365

GoSkills online course syllabus

Saturday, March 15, 2025

Skill level

Beginner

Lessons

36

Accredited by

CPD

Pre-requisites

None

Versions supported

Microsoft 365

Video duration

3h 18m

Estimated study time

12h for all materials

Instructor

Deborah Ashby

Introduction

1

Course Introduction

An introduction to the course and your instructor.

2

Understand Microsoft 365's Services

Understand the different types of accounts available in Microsoft 365 and which services and applications are part of each plan.

3

Create a Free Outlook Account

Create a free Outlook account so you can work through this course with the instructor.

4

Create a Free Microsoft 365 E5 Trial Account (Optional)

Create an E5 sandbox trial account so you can work through this course without using your real personal or work account.

Collaboration Essentials

5

Work with Microsoft 365 Groups

Understand what Microsoft 365 groups are and how they relate to other applications.

6

Get to Grips with SharePoint

Understand how SharePoint Document Libraries integrate with other applications in Microsoft 365.

7

Send Mail to an Outlook Group

Send emails to multiple recipients using Microsoft groups in Outlook.

- 8** **Shared Calendars in Outlook**
Understand how to view and work with personal and group calendars in Microsoft 365.
- 9** **Invite Others to Outlook Meetings**
Create appointments and use the Scheduling Assistant to invite others to meetings.
- 10** **Communicate with Viva Engage (Yammer)**
Explore the Viva Engage (Yammer) interface and understand how it can be used to build communities.
- 11** **Manage Conversations, Members and Channels in Teams**
Learn how to start and manage conversations, members and channels in Teams.
- 12** **Join Teams and Start Video and Audio Calls**
Learn how to join or create a meeting and chat with other team members via video/audio.
- 13** **Manage Tasks with Planner**
Learn how to create and manage tasks using Microsoft Planner.
- 14** **Microsoft Lists**
Create functional and feature-rich lists and share them with others.
- 15** **Work with OneNote Notebooks**
Learn how to create shared notebooks in Microsoft 365 to brainstorm ideas with your team.
- 16** **Collaborate with Microsoft Forms**
Create surveys and quizzes to collect feedback from others.

File Storage and Sharing

- 17** **Explore the OneDrive Interface**
Learn how to use OneDrive to securely store and share files anywhere, anytime.
- 18** **Sync OneDrive Files to your Computer**
Synchronize OneDrive Files so they are accessible on our computer.
- 19** **Create, Save and Share Files in OneDrive**
Create new files and folders within OneDrive, save the files, and share them with others.

- 20** **Join Teams and Work with Files**
Learn the different ways to join public and private teams and how to work with files within those teams.
- 21** **File Libraries and Groups**
Understand how file libraries in Microsoft 365 are connected.
- 22** **Share Files in Viva Engage (Yammer)**
Learn how to share files in Viva Engage (Yammer) communities and how file libraries are linked together across Microsoft 365 applications.

Collaborate on Word, Excel and PowerPoint Files

- 23** **Work with Files and Documents Online**
Understand the difference between Office Online and Office Desktop and how to work with files in both of them.
- 24** **Co-Authoring Files and Documents Online**
Work with multiple people in real-time in Office Online documents.
- 25** **Add Comments to Word, Excel or PowerPoint Files**
Add comments, replies, and mentions to a document in Office Online.
- 26** **Track Changes to Documents**
Markup a document using Track Changes and learn how to accept or reject changes from colleagues.

Bring It All Together in Teams

- 27** **Add Cloud Storage to Teams**
Add additional cloud storage systems to Teams to make files available that are not stored in OneDrive.
- 28** **Add Documents as Tabs**
Add a useful document as a tab in a Teams channel.
- 29** **Display SharePoint Pages in Teams**
Add a SharePoint site or SharePoint site page as a tab in Microsoft Teams.
- 30** **Display Lists in Teams**
Display a list from Microsoft Lists as a tab in Microsoft Teams.

31 Display a Yammer Community in Teams
Display a Yammer (Viva Engage) community in a channel tab in Microsoft Teams.

32 Co-Author PowerPoint and Excel Files Live in Meetings
Work with meeting participants on a PowerPoint presentation or Excel spreadsheet in Teams.

33 Brainstorm Ideas and Collaborate on Whiteboards
Use the Whiteboard application in Teams meetings.

Microsoft Loop

34 Introduction to Microsoft Loop
Getting familiar with Microsoft Loop and creating your own workspace.

35 Workspaces and Loop Components
Explore the features of Microsoft Loop workspaces and Loop Components.

Course Close and Next Steps

36 Course Close
Course Close and Final Goodbyes

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