

Microsoft 365 Productivity and Collaboration

Files, Office apps, SharePoint, Teams and connected workflows

FA-0675 · 2 days

Others

Introduction

A two-day user-level course exploring Microsoft365 collaboration through a prepared team scenario. Practise file organisation, Office-app collaboration and selected SharePoint/Teams activities; compare group, video, community and data/automation tools.

The source's older Office365 syllabus is updated to current terminology and supported features. Practice uses an arranged organisation-managed learning environment; desktop apps, site/group creation, recordings, connectors and premium capabilities depend on licences and permissions.

Learning outcomes

- Navigate the arranged Microsoft365 environment and distinguish app/plan capabilities.
- Organise and share files with suitable permissions and use version/recovery features.
- Collaborate on a document and meeting workflow using selected Office, SharePoint and Teams tools.
- Describe Microsoft365 Groups, video and community collaboration options.
- Create a small form and inspect a prepared app/report/automation example with appropriate access limits.

Prerequisites

- Basic browser, email and file-management skills.
- Access to the arranged Microsoft365 teaching tenant and applications.

- No administrator or developer background is required; restricted features use prepared demonstrations.

Training outline

1. Day 1 — Account, Files and Document Collaboration

Microsoft365 Orientation

- App access, browser support, subscription differences and the available profile/account settings.
- Personal files versus team-owned content; choose OneDrive or SharePoint according to ownership and collaboration needs.

OneDrive Practice

- Create and organise a non-sensitive learning file; inspect details, sync options and sharing permissions.
- Compare version history, deletion and restoration, and review access after sharing.

Office Apps

- Outlook on the web: email, attachments, meetings and automatic replies.
- Browser versus desktop Word, Excel, PowerPoint and OneNote; co-author a prepared document and inspect comments/history.

SharePoint Collaboration

- Team/communication-site concepts, libraries, metadata columns, views, news, pages and web parts.
- Selected library/view/page practice in a prepared site; site creation is permission-dependent.
- Use SharePoint Rules or an appropriate PowerAutomate flow for notifications; retired SharePoint Online alerts are not a current lab.

2. Day 2 — Teams, Groups and Connected Workflows

Microsoft365 Groups and Teams

- Group membership, shared files/calendar, Planner and OneNote; compare suitable collaboration arrangements.

- Teams channels, conversations, files/tabs and meetings; demonstrate creation and recording only where permitted.

Video and Community Collaboration

- Current Microsoft365 video/Clipchamp experience with videos stored in OneDrive/SharePoint: upload, permissions, playlists, playback and supported embedding.
- Delve retirement and current profile/content-discovery alternatives; do not teach retired Delve labs.
- Sway presentations and VivaEngage communities, discussions and polls where available; Yammer is the former name.

Data, Apps, Automation and Forms

- Introductory PowerBI reports, PowerApps app/form examples and PowerAutomate flows; distinguish viewing, authoring and connector/licence requirements.
- Create a small feedback form and inspect its response data.
- Demonstrate a bounded notification flow with non-sensitive training data and a controlled recipient; no broad app-development or production-automation outcome implied.

Integrated Review

- Complete selected tasks in one team scenario rather than every original standalone lab.
- Review ownership, access, external sharing, unresolved setup limits and follow-up learning.