



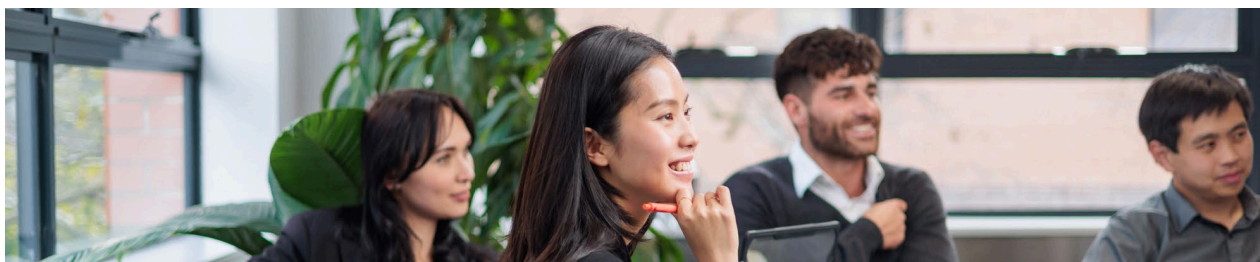
THE UNIVERSITY OF
SYDNEY

Microsoft 365 Course: Tools for Improved Productivity and Efficiency

*Centre for
Continuing Education*



Microsoft 365 Course: Tools for Improved Productivity and Efficiency



This Microsoft 365 course will give you hands-on experience with the features of the 365 suite of apps, empowering you to improve the productivity and efficiency of your job.

As we all navigate through high quantities of emails, meetings, notes and documents, knowing how to effectively utilise the tools at your disposal is essential. Learn how to maximise your efficiency by taking advantage of the interconnected suite of applications available in your Microsoft 365 subscription.

This course will teach you how to use Outlook, OneNote, Teams, SharePoint and OneDrive to enhance efficiencies in your daily work practice. By improving your time management and streamlining your workflows, you will gain an understanding of how to use these tools together. With the integration of Microsoft's Copilot AI, you'll not only enhance existing content but also generate new, insightful content for your documents.

Intended audience

This course is designed for professionals who use Microsoft 365 applications (e.g., Word, Excel, PowerPoint, Outlook, and OneNote) or wish to improve efficiency using cloud collaboration tools like MS Teams, SharePoint, and OneDrive.



Course duration

1 session, 8 hours total



Time

9am 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Prerequisites

This course assumes little or no knowledge of the software. However, you should have a general understanding of personal computers and the Windows operating system environment. If you do not have these skills, we recommend attending Microsoft Office with 365: Essentials before commencing this course.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to:

- manage emails, tasks, appointments, meetings, and notes with speed and efficiency
- provide best practices for linking applications to create a seamless and productive workflow
- equip you with the skills to manage document versions within team environments
- guide you through hands-on activities to design, configure, and use templates, shortcuts, and tools effectively
- leverage AI tools like Copilot to enhance and generate content.



Outcomes

By the end of this course, you should be able to:

- create, edit, manage, and share OneNote notes, tasks, minutes, and templates
- link OneNote notes with Word, PowerPoint, Outlook, Teams, and websites for seamless workflows
- manage Teams and SharePoint groups, including channels and file synchronisation
- set up and run Teams meetings while collaborating on files in real-time
- use Copilot AI to generate summaries, draft content, and enhance workflows.



Content

Module 1: OneNote essentials

- Creating and managing notes
- Tagging and flagging notes
- Quick notes
- Screen clipping and image tools
- Inserting and attaching files
- Linking notes
- Using dictation for voice notes
- OneNote and Outlook integration
- Page templates
- OneNote security and sharing

Module 2: Teams and SharePoint for collaboration

- Understanding Groups, Teams, and Sites
- Managing Outlook Groups and Members
- Binding a Team to a Group and Managing Members
- Navigating to the Team's SharePoint Site and Library

- Creating and managing standard and private channels
- Creating a OneDrive shortcut to a channel or folder
- Teams channel meetings
- Using the Loop Component
- Editing and Collaborating on Files
- Setting Up Approvers in SharePoint
- Using Microsoft Search to find files, conversations, and resources quickly
- Using Teams templates for faster project setup
- Synchronising OneDrive and SharePoint with PC

Module 3: Copilot (Free) Introduction

- Summarise pages
- Compose drafts
- Compare in a table Images with Copilot's AI



“The facilitator was so easy to follow and very knowledgeable. I have now attended 3 courses with CCE and I highly recommend them.”

Jo Treble

“I use these apps in my daily work, but it was very useful to see how they worked in collaboration with each other.”

Baldeep Kaur



“Course very informative and instructor presented well and very willing to answer questions, facilities were good and comfortable, refreshments were nice. Enjoyed the training day.”

Wendy Baird



Delivery style

The facilitator will demonstrate tasks and functions, and you will follow along on your computer.

Materials

Course materials, including a presentation and a course booklet, are provided electronically.

What you need to do before the course

For this course, you will need **Microsoft Office suite** installed on your device and a Microsoft account.

- Recommended operating system: Windows or MacOS
- Required software: Microsoft Office 2016, 2019, 2021, 2024 or Microsoft 365

Face-to-face classes (CCE, Sydney)

Classes are held in a computer lab. You do not need to bring your own device or login details.

Online classes

For the best experience, we recommend using a computer with a large monitor or dual screens/devices. Small laptop screens can make it difficult to follow the facilitator’s display while working in the software.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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