



THE UNIVERSITY OF
SYDNEY

Microsoft 365 Course: Collaborative Tools

*Centre for
Continuing Education*

Microsoft 365 Course: Collaborative Tools



This Microsoft 365 course will give you hands-on experience with the features and benefits of Office 365 suite of business apps, helping you improve the efficiency of your job, as well as collaboration with your colleagues.

As we all now use multiple devices at multiple locations, it has become increasingly necessary to save and access files via internet/cloud services. A Microsoft 365 subscription provides hosting and browser access for your Word documents, Excel spreadsheets and emails, from any device, at any time.

The Business editions of Office 365 also provide collaboration utilities, so that all staff can share files and communicate ideas with their colleagues. Indeed, workflows, dashboards and task driven projects can be designed, shared and accessed easily; to boost productivity, teamwork and efficiency.

This course is for anyone who uses Microsoft 365 business applications (including: MS Word, Excel, PowerPoint and Outlook) in their day-to-day job, or anyone interested in using cloud collaboration software - such as MS Teams, SharePoint and OneDrive - to manage and collaborate on documents.

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 attempting this course.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

This course is suitable for anyone who uses Microsoft Office applications (including: MS Word, Excel, PowerPoint and Outlook) in their day-to-day job, or anyone interested in using cloud software to save and collaborate on documents.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to:

- help you to produce and edit files using Microsoft Online applications in your browser
- equip you with the skills necessary to save, open and edit your files on any device at any time with 'the cloud'
- guide you with hands-on experience to design, configure and operate collaboration tools such as Groups, Teams and SharePoint.



Outcomes

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

- create, edit, manage and collaborate on documents and spreadsheets using MS Word and Excel
- manage emails, calendars and people using Outlook Online
- create and manage a member Group and a Distribution Contact List
- access, navigate and synchronise MS OneDrive cloud files and folders; including Team folders
- edit SharePoint Sites and Pages with Web Parts and Lists
- work with MS Planner tasks and Buckets
- collaborate on files simultaneously with MS Teams
- schedule Team meetings and participate in Team conferences
- create and automate workflow events in MS Power Automate that can be triggered by common workflow tasks.



Content

Microsoft Office Online

- Log into the portal
- Create and edit Word, Excel and PowerPoint files in your browser
- Create and edit cloud files in desktop apps

OneDrive and File Collaboration

- Use OneDrive online
- Create and share files and folders
- Collaborate on documents simultaneously
- Use OneDrive for Windows
- Synchronise OneDrive folders and files

Groups and Teams Collaboration

- Create and manage a group, including a group mailbox and distribution list
- Create and manage a team
- Chat privately with individual members, or with the whole team
- Collaborate on files with your team

- Synchronise team folders and files
- Schedule a team meeting
- Participate in a team conference, with audio and video

SharePoint sites and Libraries

- Understanding and creating sites, including team sites
- Understanding and creating library and list apps
- Adding a page
- Adding web parts
- Working with files
- Checking files in and out
- Working with file versions, including major and minor drafts
- Submitting and approving or rejecting drafts



“The tutor was excellent and engaging, and I certainly gained a greater understanding of Office 365 and its applications.”

Elizabeth Griffin

“The tutor was highly knowledgeable, gave us lots of great little tips for each of the programs covered and was very patient with students who encountered difficulties in the class.”

Marcus Miller



“A valuable use of my time. The tutor explained each step as we navigated our way through the Office 365 environment, ensuring all participants were fully engaged on the journey. I would highly recommend this course to others.”

Geraldine Pratt



Delivery style

The facilitator will demonstrate tasks and functions, and you will follow along on your computer. There will be opportunities for you to be individually creative and one course module includes the use of a portable device such as an iPad and/or iPhone.

Face-to-face classes

These classes run in a computer lab and you do not need to bring your own device.

Online classes

You will need your own device.

Materials

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



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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