

Collaboration in Microsoft 365

Are you using Microsoft 365 at work or school? This course introduces you to the three main collaborative apps in the suite that empower you to work individually, in a team, and across your entire organization. You'll learn the essentials of OneDrive, SharePoint, and Teams to kickstart your path to more efficient and productive days.



Chapter 1: OneDrive

1. Intro and navigation
2. Upload existing files and folders
3. Create and edit files in the Office web apps
4. Organize, copy, and move files
5. Share files and folders with others
6. View and manage version history
7. Sync files for offline access
8. Delete and restore files and versions
9. Restore your entire OneDrive to an earlier time
10. Request files securely



Chapter 2: SharePoint

1. Intro, navigation, and site types
2. Create a team site
3. Upload, create, and manage files in SharePoint document libraries
4. Restore a document library to an earlier time
5. Create and work in Lists
6. Manage list and library columns and views
7. Conditional view formatting
8. Calculated columns
9. Create pages
10. Create news
11. Content roll-ups: News, documents, and events
12. Edit navigation and site theme



Chapter 3: Teams

1. Intro and navigation
2. 1:1 and group chats
3. Teams vs channels
4. Create a team and channels
5. Channel conversations
6. Channel tabs and apps
7. Activity, @ mentions, and personal notifications
8. Schedule meetings
9. Attend meetings
10. Personal settings, preferences, and availability
11. Search and commands
12. Adding apps to Teams