

Microsoft 365 for End User & Power User (1 Day)

Code: M365-100

About this course

This foundational Microsoft 365 training prepares learners to maximize their efficiency and effectiveness with the suite of tools Microsoft 365 provides, including Outlook, Teams, SharePoint, OneDrive, and Planner. By the end of the course, students will be able to confidently navigate Microsoft 365 and make effective use of its core apps.

Product:	Microsoft (Office) 365
Prerequisites:	Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):	End Users/Site Owners with fundamental Microsoft Office or Microsoft Outlook proficiency
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 and 13:00-16:30 (1 Day)

Module	
 Module 1: Introduction to Microsoft 365 Lessons: - Microsoft 365 Overview - Accessing Microsoft 365 - Navigating the Microsoft 365 App Launcher - Managing Microsoft 365 Profiles - Searching Across Apps with Microsoft Search - Setting Up Microsoft 365 on Mobile Devices	
 Module 2: Using Microsoft Outlook Lessons: - Microsoft Outlook Overview - Working with Email and Folders - Outlook People and IM Contacts - Using the Calendar - Shared Calendars - Outlook Tasks - Setting Outlook Options, Signatures, and Automatic Replies	

INDIGY PUBLIC COMPANY LIMITED

3 Promphan Building 3, Unit No.1105-1110 11th floor, Soi Ladprao 3, Chom Phon Sub-district, Chatuchak District Bangkok 10900

E-Mail: marketing@indigy.com, Tel: 02-072-1900 Ext.1



Module 3: Using Microsoft Teams

Lessons:

- Teams Overview
- Teams Features
- Teams Groups
- File Library and File Tab
- Share Files and Work with Files Together
- Chat in Teams and Search People and Files
- Teams Meeting
- Sharing – Presentations, Content/Screen



Module 4: Using SharePoint & OneDrive

Lessons:

- SharePoint Overview
- OneDrive Overview
- Creating, Viewing, and Editing Files
- Document Version, Check-in, Check-out
- Editing Document Properties
- Deleting a Document
- Recovering a Document
- Document Search
- Managing Security and Sharing



Module 5: Using Microsoft Planner

Lessons:

- What is a Plan?
- Create a Plan
- Create Buckets
- Add People to the Plan
- Add & Enrich Tasks
- Track Progress Views