Microsoft 365 - practical use

Course code: MSOFF365-2

In the previous course, users learned the basics of the Microsoft 365 environment and learned the philosophy of this powerful tool so they could get started.In the advanced version of the Microsoft 365 course, we will deal with SharePoint online at the user level, we will also learn about Forms, an excellent tool for surveys of various kinds, Sway, which is a modern tool for easy and effective presentation of any topics on any device. We will also learn to use the online Flow service to automate frequent processes and the Planner application, to plan and monitor the development of team projects.

Affiliate	Duration	Course price	ITB
Praha	1	3 300 Kč	0
Brno	1	3 300 Kč	0
Bratislava	1	140 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
31.01.2025	1	3 300 Kč	Online	CZ/SK	GOPAS Praha online
31.01.2025	1	140 €	Online	CZ/SK	GOPAS Bratislava online
11.02.2025	1	3 300 Kč	Presence	CZ/SK	GOPAS Praha
14.03.2025	1	3 300 Kč	Presence	CZ/SK	GOPAS Brno
20.03.2025	1	140 €	Online	CZ/SK	GOPAS Bratislava online
16.04.2025	1	3 300 Kč	Presence	CZ/SK	GOPAS Praha
13.05.2025	1	3 300 Kč	Online	CZ/SK	GOPAS Praha online
13.05.2025	1	140 €	Online	CZ/SK	GOPAS Bratislava online
06.06.2025	1	3 300 Kč	Presence	CZ/SK	GOPAS Brno
25.06.2025	1	3 300 Kč	Presence	CZ/SK	GOPAS Praha
14.07.2025	1	140 €	Presence	CZ/SK	GOPAS Bratislava prezenčne

The prices are without VAT.

Who is the course for?

The course is intended for all Office 365 users who use it daily in their work, but also in private life, are familiar with its basic philosophy and would like to move forward in its practical use.

What we teach you

We will teach you how to use SharePoint at the user level not only like cloud storage, but also for creating and sharing websites, documents, libraries and lists. We will also learn to create a variety of questionnaires and surveys, including their evaluation, creating engaging presentations and stories using the Sway application, planning and organizing projects in a team of people and, last but not least, basic automation of frequently performed tasks.

Required input knowledge

Office 365-1: Sharing and cooperation course level knowledge and skills.

Course outline

Sharing and cooperation on a practical level
- Comments
- Mentions

SharePoint online for users
- Service description
- Creating intranet
- webs
- sites
- documents
- libraries
- lists
- Sharing and syncing
- Searching and tracking websites
- Mobile application

Forms - Surveys, quizzes and polls
- Service description and usage examples
- Create a form
- Submit the form
- Display of results and their evaluation

Sway
- Service description
- Creating new sway presentations
- Creating and editing cards
- Sharing sway with the world

Planner - project planning and organization
- Service description
- Creating a plan
- Task management
- Adding and removing tasks
- Containes
- Task assignment
- Management of deadlines
- Export
- View and manage your plans
- Unpdating
- Charts
- Calendar
- Connection with Outlook / Teams
- Mobile application

Power Automate (Flow) - basic automation
- Brief introduction of the service
- Examples of use
- Types of flows
- Use of templates
- Running tracking
- Creating a simple custom flow