



## SOFTWARE SKILLS TRAINING

### COURSE OVERVIEW

You will learn how to:

- Get started with Teams
  - Create a team
  - Use channels
    - Use tabs
- Communicating in Teams
- Collaborate using Teams
- Use meetings in Teams

Level:  
2

Duration:  
3 hours



#### Overview of Microsoft Teams

- Overview of Teams dashboard and key features.
- Examining different methods of communication within a team.

#### Creating a Team

- Examine the roles of the owner, member, guests and permission roles within a Team.
- Different types of Teams.
- Create a named Team.
- Add members to a Team.

#### Using channels

- Create a new channel within a Team.
- Setting the type of channel.
- Create a range of different posts within a channel.
- Use a range of formatting options.

#### Using tabs

- Use the Files tab to upload and download files.
- Use the Wiki tab for channel overview information.
- Add new channel tabs to display particular software files, link to website pages, link to YouTube clips.
- Adding shared tasks tab.

#### Communicating in Teams

- Use individual and group chat.
- Apply a range of formatting options to chat, attach files, use images, Emojis, GIFs, Stickers, YouTube links.
- Responding to posts within channels.
- Use voice calls and video calls.
- Using Microsoft Stream.

#### Collaborate using Teams

- Collaborate in the cloud using a range of different software Word, Excel, PowerPoint etc.
- Add comments to files whilst collaborating.
- Start a conversation whilst collaborating.
- Use editing and reviewing feature to track changes on documents and accept or reject changes.

#### Meetings in Teams

- Conducting meetings in Teams.
- Creating a Teams meeting.
- Outlook exchange calendar.
- Joining a Team meeting.
- Using meet now meeting.
- Sharing screens in Team meetings.
- Using meeting controls.

