

Microsoft Teams: Teams Channel and Files

This course is designed to give an introduction and overview of the Teams Workspace features where groups within an organization can come together in a shared space to communicate, collaborate, and share files and other resources safely and securely. In this course you will learn what Teams, Channels and Tabs are and their benefit to increasing productivity and efficiency. You will also learn how to share and co-author files and SharePoint's relationship to Teams

Microsoft Teams: Meetings and Chat

This course is designed to give an introduction and detailed overview of creating and conducting efficient Meetings as well as 1:1 and group Chat. Teams Meetings and Chat offer several advantages over other virtual meeting solutions with a focus on increasing the collaboration and efficiency of meetings in your organization.

Microsoft Teams Breakout Rooms Training Agenda

With breakout rooms, meeting hosts can break participants into separate meeting rooms for smaller group discussions, then bring groups back to the main meeting. Breakout rooms can be used to facilitate discussions, brainstorming, and learning experiences for audiences from education to enterprise.

- Discover how to set up breakout rooms in a Microsoft Teams meeting.
- Understand how to manage breakout rooms as the meeting organizer.
- Learn how to bring breakout room participants back to the main meeting.
- Explore the participants' experience of breakout rooms, plus an optional hands-on activity

Microsoft Forms Training Agenda

This course introduces Microsoft forms and demonstrates how to create surveys, quizzes, and polls, how to respond in nearly any web browser or mobile device, and how to analyze those responses.

- Understand navigation and functionality in Microsoft Forms
- Create forms, quizzes, and polls
- Change visual layout
- Configure access and sharing settings
- Learn question types
- Make use of branching
- Analyzing responses