

Managing Projects with Microsoft Teams

Course Code : SSA4020

Duration : 1 Day

Format : Virtual

Overview

With Microsoft Teams you can chat, meet, call and collaborate all in the one place, making it an ideal tool for managing projects

Course Objective

By the end of this course, users should be comfortable creating a team for your projects, adding channels, inviting team members, working with files, connecting to SharePoint, creating and assigning tasks with Microsoft Planner, adding project notes in a OneNote notebook, scheduling Teams meetings, creating a survey with Microsoft Forms and creating a SharePoint List.

Course Content

Lesson 1: Getting Started with Microsoft Teams

- What is Microsoft Teams?
- Launching Microsoft Teams
- Navigating the Microsoft Teams Interface
- Getting Help with Microsoft Teams

Lesson 2: Setting up a Team and Channels

- Creating a Team from Scratch
- Creating a Team from an existing Microsoft 365 Group or Teams Template
- Adding Members to a Team
- Adding a Channel to a Team
- Customising and Managing your Team
- Deleting a Team
- Starting a Conversation
- Replying to a Conversation

Lesson 3: Working with Files

- Uploading Files
- Creating New Files
- Editing and Collaborating on Files
- Sharing Files
- Opening in SharePoint

Lesson 4: Creating and Assigning Tasks

- Creating a Plan in a Channel
- Creating Buckets to Group your Tasks
- Adding People to your Plan
- Creating and Assigning Tasks
- Updating Task Progress

Prerequisites

It is assumed that delegates on this course are familiar with Microsoft Windows and Microsoft Office.

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- Viewing Charts and Schedule

Lesson 5: Note-Taking using Microsoft OneNote Online

- Adding a OneNote Notebooks to a Channel
- Creating Sections
- Creating Pages
- Managing Sections and Pages
- Adding Content to a Notebook
- Using Tags

Lesson 6: Scheduling and Recording Meetings

- Scheduling a Meeting
- Changing Participant Settings for a Teams Meeting
- Joining a Meeting
- Participating in a Meeting
- Sharing Content in a Meeting
- Starting an Instant Meeting
- Recording a Meeting

Lesson 7: Creating a Survey in Microsoft Forms

- Creating a Survey
- Exploring Question Types
- Previewing the Survey
- Adjusting Survey Settings
- Viewing Survey Responses

Lesson 8: Creating a List in Microsoft SharePoint

- Adding a SharePoint List to a Channel
- Adding Columns to the List
- Adding Items to the List
- Sorting and Filtering the List