

---

## MICROSOFT OFFICE UPGRADES

### Getting Started with Windows 10, Office 365 and Teams

The outline below presents an overview of the new features that Windows 10 and the latest version of Office offers. Pick and choose from topics available to focus in on what your staff will benefit from learning the most.

Customised courses makes learning relevant and topics can be tailored for your industry.

Presented in an informal lecture style format, over 1 or 2 webinar sessions, there is plenty of opportunity for attendees to ask questions throughout.

Attendees will receive a double sided 'cheat sheet' noting key features.

## INTRO TO WINDOWS 10

- The Start Menu
  - Working with Tiles
  - Working with Apps
    - Calculator
    - Maps
    - Snipping Tool
  - Searching for Files/ Information
- Microsoft Edge – saving bookmarked websites as favourites
- Task View – switching between open applications
- Shortcut Keys for Easy Navigating
- Working with Tablets – Tips and Tricks

## MICROSOFT POWERPOINT – NEW FEATURES

- Design ideas
- New Transitions and Animations
- Presenter Options

## MICROSOFT WORD – NEW FEATURES

- Tell me for helpful guidance
- Smart Lookup
- How to customise the Quick Access Toolbar
- Backstage View / Open recent documents
- Pin documents and Pin folders
- Share documents as an email/pdf attachment/share link
- Collaborate with others in real time
- Recover unsaved documents
- Open a PDF to edit inside Word

## PDF DOCUMENTS

- How to Mark-up a PDF with the Comments tools

## MICROSOFT EXCEL- NEW FEATURES

- Flash fill
- Smart Tag/Autofill features
- Using Tables with Slicers
- Quick Analysis
- Power Query intro

## MICROSOFT OUTLOOK – New Features

- Conversation view
- Searching for Emails
- Reply in-mail/pop out
- Quick Parts
- Quick Steps for Filing

### Calendar Tips and Tricks

- Navigating dates
- Private and Recurring appointments
- Add Public Holidays quickly

### Working with Tasks

- Setting Tasks with Due Dates
- Creating Tasks with Email Attachments

### The To-Do Mobile App

- Sync Outlook Tasks on your mobile and work with lists on the go

## ONEDRIVE

- Signing in and signing out of OneDrive
- Navigating the OneDrive screen
- Uploading and Organising Files and Folders
- Sharing Files and Collaborating with Others

### The OneDrive Mobile App

- Accessing Files from the Mobile app
- Using the Scanner to save receipts as pdf files

## TEAMS

- Introduction to Teams
- Understanding Presence /Status settings
- Working with Channels
- Using Conversations to organise topics
- @ Mentions to highlight names of colleagues or teams
- Formatting Conversations and adding a Subject Line
- Bookmarks and the Like Button
- Stickers and Emojis
- Chat
- Deleting content and managing Teams
- Searching and Filtering Content
- Scheduling Meetings with Video Conferencing
  - Screen sharing
  - Sharing files with Team Members and Co-Authoring documents.

### The Teams Mobile App

- Accessing Teams information on the go

## PLANNER

- Introduction to Planner and the Planner Hub
- Create a Plan with Tasks and Due Dates
- Assigning Tasks
- Working with Plans in Outlook
- Updating Task Status
- Adding Comments and creating Conversations
- Attaching Files to Tasks
- Different ways to track progress on Plans
- Syncing Planner Tasks with Outlook and on the To Do mobile app

---

## TEAMS Online Training Library:

These short training videos will be made utilising your unique Teams environment

These short videos will be 2-3 minutes long each (5 minutes max) and will cover the recommended following topics to make up a comprehensive online training Library for Microsoft Teams;

TRAINING VIDEO TOPICS:

Video 1	Teams Introduction and Navigation
Video 2	The Conversation Board
Video 3	Meet Now (including Screen Share and other meeting options)
Video 4	Chat Feature
Video 5	Calendar for Scheduling Meetings
Video 6	Files: Accessing OneDrive and Shared Files
Video 7	Status and Activity
Video 8	Planner: Add Buckets, Tasks, View Options
Video 9	Making Calls
Video 10	Two Tips: Use the Command Bar for Shortcuts Email your Channel directly from Outlook

Considerations:

- The Client Teams environment will be utilised for the making of the videos
- A free (30 day) trial version of Camtasia will need to be loaded onto a client laptop.
- The video creation will be done over one day on site
- Staff will need to be available for brief periods throughout the day to assist with the demonstration of collaborating / video calling
- Video editing will be compiled and completed off site.
- All videos will be submitted once for review and any changes required will be identified at that point.
- The videos will be submitted in .mpeg format

For more information - or to book a group course or 1:1 session or find out more about a Video library for your workplace

**Email:** [kelly@tailoredtraining.co.nz](mailto:kelly@tailoredtraining.co.nz)

**Ph:** 021 344 572