1	Title of the Training	Training on Microsoft 365 Services: Teams, Planner, OneDrive, SharePoint, Outlook, Loop, and Copilot for Microsoft 365**
2	Duration of the Training	4 Days
3	Number of Contact Hours	8 Hours
4	Trainer	Elena Bendeliani
5	Training Format	• Combined Training Format (Theory alongside Practice) • Assessment in the form of Testing
6	Training Objective	**The objective of the training course is for participants to acquire:** 1. Information on the specific functionalities of Teams, Planner, OneDrive, SharePoint, Outlook, Loop, and Copilot for Microsoft 365 that will simplify their daily work.
7	Core Topics (Modules)	**1. Introduction to Microsoft Teams** • **Overview of Teams and Its Applications**: Understanding the functionalities and benefits of Microsoft Teams. • **Installation and Configuration**: Step-by-step guidance on downloading, installing, and setting up Teams for optimal performance. • **Chat Features and Document Sharing**: Exploring chat capabilities and methods for securely sharing documents. • **Creating Groups and Channels**: Procedures for establishing groups and associated channels within Teams. • **Functionalities Within Groups**: Overview of available features within groups and their associated channels. • **User and Permission Management**: Techniques for overseeing user roles and permissions within the group. • **Scheduling and Managing Meetings**: Instructions for organizing meetings both within and external to the group. • **File Sharing and Collaborative Work**: Best practices for sharing files and collaborating in real time. • **Integration of Third-Party Applications**: Utilizing third-party applications for enhanced productivity in both group and individual contexts. **2. Introduction to Microsoft Planner** • **Overview of Planner and Its Applications**: Understanding the utility of Microsoft Planner. • **Project Creation**: Steps for initiating a new project effectively.

- **Task Assignment and Management**: Creating subtasks and assigning them to specific team members.
- **Project Status Overview**: Insights into the project's status, including task creation, completion rates, and overdue items.
- **Utilizing Planner Within Teams and Individually**: Strategies for leveraging Planner in both collaborative and personal project management settings.

3. Introduction to OneDrive
- **Overview of OneDrive** : Understanding the functionalities of OneDrive.
- **Document Creation**: Procedures for creating various document types (Word, Excel, PowerPoint).
- **Secure File and Folder Sharing**: Methods for sharing files and folders in accordance with security policies.
- **Collaborative Editing**: Techniques for simultaneous collaboration on documents by multiple team members.

4. Introduction to SharePoint
- **Creating Work Site**: Steps for establishing SharePoint site.
- **Inviting Members to Participate**: Procedures for inviting team members to collaborate on the site.
- **Generating Lists for Tasks and Ideas**: Methods for creating lists to facilitate task management and idea generation.
- **Conducting Surveys and Inputting Information**: Capabilities for gathering feedback and managing information on the site.
- **Uploading Essential Documents**: Procedures for uploading important work documents to the site.

5. New Features in Outlook
- **Overview of New Outlook Features**: Updates and enhancements in the new Outlook interface.
- **Email Organization and Visualization**: Techniques for grouping emails and utilizing visual enhancements.
- **Advanced Email Processing Capabilities**: Tools for inserting tables, scheduling sends, and managing email lists.
- **Importing Contacts from CSV**: Efficient methods for importing contacts.
- **Flagging Emails and To-Do List Integration**: Strategies for flagging emails and automatically adding them to your To-Do list.
- **Setting Email Reminders**: How to configure reminders for important emails.
- **Pinning Emails for Prioritization**: Techniques for prioritizing critical emails.
- **Color Categorization**: Using color categories to easily identify and categorize related issues.
- **Duplicating Calendar Events**: How to replicate meetings with complete details on new dates.
- **Sharing Meeting Times with "Book with Me"**: Steps for sharing available meeting times.

		• **Scheduling Meeting Reminders**: Techniques for setting reminders for upcoming meetings.
		• **Automated Follow-Up Emails**: Configuring automated follow-up emails after meetings at designated intervals.
		• **Generating Free Time Automatically**: Methods for automatically generating free time for meeting coordination.
		• **Time Zone Management**: How to manage different time zone settings within the calendar.
		• **Generating Meetings from Emails**: Steps for creating meetings directly from email correspondence.
		• **Scheduling Recurring Meetings**: Techniques for establishing recurring meetings.
		
		6. Loop
		• **Creating Loop Work Files**: How to develop Loop work files, including task-specific tables or other formats. Sharing full workspaces or individual Loop components with appropriate permissions.
		
		7. Copilot for Microsoft 365
		• **Overview of Copilot for Microsoft 365**: Understanding the functionalities of Copilot.
		• **Utilizing Copilot in Outlook**:
		   o Generating drafts for new emails.
		   o Creating summaries of email threads.
		   o Providing quick responses to emails.
		   o Offering coaching and assistance.
		• **Utilizing Copilot in Word**:
		   o Generating text based on prompts or existing files.
		   o Highlighting key points and creating summaries from lengthy documents.
		   o Leveraging AI functions for information retrieval and integrating relevant text and visuals.
		• **Utilizing Copilot in PowerPoint**:
		   o Generating presentations with relevant content, visuals, and speaker notes.
		   o Creating presentations from files stored in OneDrive.
		• **Utilizing Copilot in Excel**:
		   o Adding columns that contain formulas.
		   o Performing sorting and filtering operations.
		   o Conducting data analysis.
		• **Utilizing Copilot in Microsoft Teams**:
		   o Preparing transcripts of meetings.
		   o Retrieving questions raised and issues addressed during meetings.
		• **Introducing effective communication strategies with AI support.**

8	Training Tools	Computer equipment (laptops), a reliable internet connection, and a projector or screen through which we will share the display with participants.
9	Training Outcomes and Competencies	Upon completion of the course, the training participant will know: 1. What Microsoft 365 services—specifically Teams, Planner, OneDrive, SharePoint, Outlook, Loop, and Copilot for Microsoft 365- represent user functionalities.
12	Literature and Other Resources	During the course, participants will be provided with: ▪ Presentation materials.