Microsoft Teams and Forms 365 Level 1 Course Outline

Duration: 1 Day

Streamline your workflow with our Microsoft Teams and Forms training course. Learn how to seamlessly integrate these Office 365 tools to collect, manage, and report data professionally. Consolidate feedback, create engaging forms, and distribute them effectively using Teams channels—all while mastering collaboration and productivity features.

What You'll Learn

- Use Microsoft Teams to create teams, channels, and integrate forms as apps
- Build and customise forms with various components and themes in Microsoft Forms
- Share forms through links, QR codes, or email, and manage responses efficiently
- Collaborate on quizzes and forms with branching logic for tailored feedback
- Integrate Teams and Forms to receive notifications and streamline data collection

Course Prerequisites

This course is ideal for new or experienced Office users aiming to deepen their understanding of Office 365 Apps. To make the most of this training, delegates should have:

- **Basic computer skills**: Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how**: Confidence in accessing the internet and downloading files as needed

Full Course Outline

Microsoft Office 365 Teams

Sending messages and adding hyperlinks, pictures, emojis, and memes
Creating polls and announcements, and sending to multiple channels

Managing Teams

Adding or removing team members and changing member permissions
Adjusting team settings and creating channels

Working with Teams Apps

Sharing files and accessing version history
Using the Wiki and adding tabs to channels
Exploring and integrating additional apps for your team

Teams Meetings

Scheduling meetings and creating online meeting links
Adding virtual backgrounds and sharing your screen
Recording and transcribing meetings

Microsoft Office 365 Forms

Creating Forms
Locating, naming, pinning, and deleting forms

Adding Form Components

Adding choice, text, rating, date, ranking, Likert, file upload, and Net Promoter options
Enhancing forms with image

Customising and Sharing Forms

Changing themes and altering settings
Sharing forms via links, QR codes, websites, or email

Form Responses

Handling and sharing responses
Exporting results to Excel

Collaborating with Others

Creating and scoring quizzes
Adding branching and sections for tailored feedback

Integrating Teams and Forms

Adding forms as apps in Teams
Receiving notifications in Teams for form submissions

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.