



Team Collaboration Tools in Microsoft 365

Course Duration:

3 Hours / 0.5 Day

1 Delve

- Get personal insights based on who you work with
- Get personal insights based on what you work on
- How does Delve know what's relevant to you

2 Forms

- Create surveys, quizzes and polls
- Publish your forms to respondents
- Analysis results in real time

3 OneNote

- Create OneNote notebook
- Organize Sections and Pages in OneNote
- Insert different kind of contents into OneNote notebook
- Share OneNote notebook

4 Office Lens

- Take pictures of whiteboards or printed documents
- Editing photo

5 Planner

- Create plans
- Organize and assign tasks
- Progress updates

6 SharePoint Online

- SharePoint Library overview
- Create and share files in SharePoint library
- Version History
- Empower teamwork using Co-Authoring, Check In/Out

7 Whiteboard

- Creating a Whiteboard on a freeform canvas
- Share your Whiteboard