

Microsoft Teams for Managers

Overview: This course teaches students about Microsoft Teams as it applies to managers. Topics covered include managing teams and channels, managing projects and tasks, creating and managing M365 groups, and using SharePoint and One Drive.

Course Modules:

Module 01 – Microsoft Teams for Managers

(Duration: 1h 13m)

1. Workbook (Pdf)
2. Instructor Introduction
3. Microsoft Teams for Managers
4. Topic A: Overview of Microsoft Teams
5. Introducing Microsoft Teams
6. M365 Apps and Services
7. M365 App Integration
8. Introduction to Microsoft Teams
9. Managing Teams and Channels
10. Creating Teams
11. Creating a Team
12. Working with Team Members
13. Adding Team Members
14. Designing Teams
15. Working with Channels and Tabs
16. Topic C: Managing Projects and Tasks

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17. Using Planner
18. Using Planner and Teams to Manage Tasks
19. Creating and Managing M365 Groups
20. Microsoft 365 Groups
21. Working with M365 Groups
22. Topic E: Using SharePoint and OneDrive
23. SPO Storage
24. OneDrive for Business
25. Working with SPO and OneDrive
26. Summary
27. Review Quiz (Number of attempts allowed: Unlimited)

This course includes

- about 1.13 hours on-demand video
- 1 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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