



Course “Office 365 for teachers and administrative staff in educational institutions”

Structure course under Erasmus+, KA 1

26-31 March 2023

Location: Vienna, Austria

This course allows participants to discover the enormous power of the Microsoft Office 365 platform, revealing tools and techniques, which they can incorporate into their work in school, kindergarten and educational center.

The course will cover the basic online tools of the Microsoft Office 365: Word, PowerPoint, Excel, Outlook, Calendar, Teams, One Drive. Although applications such as Word, PowerPoint and Excel are already widely used, participants will learn how to harness the more advanced techniques of classic tools in online versions. Special attention of course will be paid in Outlook as a communication email tool and Calendar as organization tool. The course will also show participants how to use One Drive as a powerful cloud storage space, allowing users to access their content everywhere. Finally, it will be revealed how to use Teams for collaborative work inside and outside of organizations.

26/03/2023 – Course introduction & intro to Microsoft Office 365

Course introduction

- Introduction to the course, the host organization, the participants and the external week activities;
- Icebreaker activities;
- Presentations of the participants' schools.
- Identification of needs and goals for each participant and relevant populations.

Intro to Office 365

- Introduction to the Office 365 platform: general description and analysis of its tools and potential;
- Possible targets and outcomes;
- Account in Office 365 and synchronization in smartphone.
- Personalize the look and feel of your Office 365.

27/03/2023 – Using Outlook and Calendar

- Send, read and answer email in Outlook, attach file. Personal settings of emails.



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- Working with Group – create, share space, communication in group.
- Plan activities via online Calendar. Settings of Calendar.
- Use Clutter to filter low priority email messages and share your calendar with others.

28/03/2023 – The classic office programs

- The classic programs: learning how to use known on-line version of programs (such as Word, Power Point and Excel) for collaborative way.

29/03/2023 – One Drive

- Discovering One Drive, a space where you can store your educational material and manage it in a productive and efficient way;
- Collaborating on Documents with Office 365.

30/03/2023 – Teams

- Teams: with these programs participants will be able to organize and share educational videos and material with students and to create an on-line shared environment where to easily communicate with other users (can be students, teachers or parents).

31/03/2023 – Administration

- Administration and management of Office 365
- Users and groups in Office 365
- Type of Office 365 administrators
- Discuss how the Office 365 helps organisations become more flexible, collaborative and agile in today's changing workplace.
- Explore the key components and differences between the Office 365 licensing plans to determine the most suitable and cost effective package for you or your organisation.
- Course evaluation: round-up of acquired competencies, feedback, and discussion;
- Awarding of the course Certificate of Attendance;
- Excursion and other external cultural activities.