



Enterprise Computing Solutions - Education Services

NABÍDKA ŠKOLENÍ

Prosím kontaktujte nás zde

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Microsoft Teams Workshop for Users

Kód:	DÉLKA:	CENA:
MCS_WSTEAMSUSER	8 Hours (1 den)	Kč bez DPH 15,000.00

Description

Workshop je vedený zahraničním lektorem virtuálně v anglickém jazyce.

Virtual Classroom (no need to travel / online access)

Office 365 provides organisations with a suite of business applications including the Microsoft Teams App. This online app brings together your team's people, communication and content in a single interface. This 1 day course is aimed at anyone who needs to create and work with the Microsoft Teams app. You may be a Microsoft Team owner required to create and manage a Teams area for colleagues, or someone who will use Teams to work with colleagues.

You can expect
Virtual Life instructor-led course with 6 hours of training.
Gain key skills and practical knowledge. Course materials included.

Course price is 550 EUR without VAT - price will be converted to actual change rate.

Určeno pro

Microsoft Team owners required to create and manage a Teams area for colleagues, or someone who will use Teams to work with colleagues.

Program

	LESSON 2	
	Creating a Microsoft Team	
	Create the Team	
LESSON 1	Add Owners and Members	
Microsoft Teams App Overview	Adding Channels to generate the Team structure	
Accessing and overview of the MS Teams App	Setting Team options	
	LESSON 4	
	Adding Content to Teams	
LESSON 3	Microsoft Office documents	
Conversations and Meetings in Microsoft Teams	Uploading	
Conversations as chat	Creating and editing in Teams	
Private Chat	Moving documents between channels	LESSON 5
Mentions	Including and using other apps	Using the Microsoft Teams Command Bar
Meetings	Archiving a Team	Frequently used commands

Termíny školení

Termíny školení na vyžádání, [kontaktujte nás prosím](#)

Dodatečné informace

Školení je možné zajistit na míru. [Kontaktujte nás pro bližší informace.](#)