



Enterprise Computing Solutions - Education Services

## NABÍDKA ŠKOLENÍ

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**Prosím kontaktujte nás zde**

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# Microsoft Teams Workshop for Users

<b>Kód:</b>	<b>DÉLKA:</b>	<b>CENA:</b>
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

	<b>LESSON 2</b>	
	Creating a Microsoft Team	
	Create the Team	
<b>LESSON 1</b>	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	
	<b>LESSON 4</b>	
	Adding Content to Teams	
<b>LESSON 3</b>	Microsoft Office documents	
Conversations and Meetings in Microsoft Teams	Uploading	
Conversations as chat	Creating and editing in Teams	
Private Chat	Moving documents between channels	<b>LESSON 5</b>
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.](#)