



INFOCUS COURSEWARE

Microsoft Teams



Product Code: INF1726

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❖ General Description

The skills and knowledge acquired in Microsoft Teams are sufficient to be able to use and operate the software effectively.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand what **Microsoft Teams** is
- create teams and navigate the team homepage
- understand how to start and engage in chat
- work with teams
- manage teams
- schedule and participate in meetings and calls
- understand how to use the **Microsoft Teams** mobile app

❖ Prerequisites

Microsoft Teams assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

56 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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