



Microsoft Yammer



INFocus COURSEWARE

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❖ General Description

The skills and knowledge acquired in **Microsoft Yammer** are sufficient to be able to work with the basic elements of Yammer, including joining and working with groups, creating different types of posts, and working with files and notes.

❖ Learning Outcomes

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

- open and navigate **Yammer** and manage your profile and notification settings
- create and work with groups
- follow people and topics, and create and work with posts
- manage your communication by working with posts, topics, private messages, notifications, and settings
- work with files and notes
- work with the **Yammer** mobile app

❖ Prerequisites

Microsoft Yammer 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

60 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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