

# Microsoft 365 Office for the Web

## Productivity Apps v2.0

**Category:** Office Applications | **Vendor:** Microsoft

**Duration:** 8.00 hours (1 days)

**6.5 CPD Hours**

**Rating:** ★ 4.6 (5,878 reviews)

### Course Information

**Delivery Format:** Instructor Led - Online

### Course Overview

This course builds on your foundational knowledge of the Microsoft® 365 core apps and takes a deeper look at some of the productivity apps beyond Microsoft Word, Excel®, and PowerPoint®. Knowing that productivity often begins with assembling the right people, this course starts with the Teams® app that is used to collaborate on shared files and conduct online meetings. The connection between Planner and Teams is established to keep the group's work on schedule. The Forms app is introduced as a tool for collecting information that can be used to help determine your next course of action. The apps designed to handle media assets are introduced: Stream to manage video resources and Sway® to create digital stories. Finally, the power of automating your work processes is introduced in Power Automate, with students using the built-in templates as a starting point. For those interested in the Power BI® and Power Apps® features, a brief overview of these apps is included in an appendix.

### About This Course

This course builds on your foundational knowledge of the Microsoft® 365 core apps and takes a deeper look at some of the productivity apps beyond Microsoft Word, Excel®, and PowerPoint®. Knowing that productivity often begins with assembling the right people, this course starts with the Teams® app that is used to collaborate on shared files and conduct online meetings. The connection between Planner and Teams is established to keep the group's work on schedule. The Forms app is introduced as a tool for collecting information that can be used to help determine your next course of action. The apps designed to handle media assets are introduced: Stream to manage video resources and Sway® to create digital stories. Finally, the power of automating your work processes is introduced in Power Automate, with students using the built-in templates as a starting point. For those interested in the Power BI® and Power Apps® features, a brief overview of these apps is included in an appendix.

## Who Should Attend

This course is designed to provide a preview of Red Hat Enterprise Linux 8 to experienced IT professionals, including: Linux system administrators, DevOps engineers, and Cloud administrators.

# Learning Outcomes

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**Upon successful completion of this course, participants will be able to:**

In this course, you will use the Microsoft 365 productivity apps to work collaboratively with others.

You will:

Identify the Microsoft 365 apps.

Create a team and conduct online meetings with Microsoft Teams.

Create a plan and manage team activities with Planner.

Use Forms to create a form and collect responses.

Post, organize, and view videos in Stream.

Use Sway to create digital stories and content.

Automate your workflow by connecting apps with Power Automate.

## Additional Course Details

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Nexus Humans Microsoft 365 Office for the Web Productivity Apps v2.0 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft 365 Office for the Web Productivity Apps v2.0 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

# Frequently Asked Questions

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## **Q: What delivery options are available for Microsoft 365 Office for the Web Productivity Apps v2.0?**

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
  - Traditional Instructor-Led Classroom Training (ILT)
  - On-site delivery at your offices anywhere in United Kingdom
  - Private dedicated courses customized for your team
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## **Q: How many CPD hours does this course provide?**

The 1-day Microsoft 365 Office for the Web Productivity Apps v2.0 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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## **Q: What is the duration of the Microsoft 365 Office for the Web Productivity Apps v2.0 training?**

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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## **Q: Do you provide corporate training for Microsoft 365 Office for the Web Productivity Apps v2.0?**

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft 365 Office for the Web Productivity Apps v2.0. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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## Q: Why choose Nexus Human for Microsoft 365 Office for the Web Productivity Apps v2.0?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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## Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft 365 Office for the Web Productivity Apps v2.0 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

## Nexus Human

### Professional Training & Development

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