

Microsoft 365: Office Outlook Calendar Teams Onedrive SharePoint

常规信息

课程背景

Microsoft365 是由微软公司提供的一套基于云端技术的办公软件解决方案，其中包含 Office、Calendar、Teams、OneDrive 和 SharePoint 等多个部分。Microsoft365 拥有丰富的功能和工具，为用户提供更加高效、智能、安全的办公环境。通过 Microsoft 365，用户可以轻松地处理文档、电子邮件、日程安排、文件共享和协作等方面的工作。

本课程旨在为学习者提供全面的 Microsoft365 培训，帮助学习者学习如何使用 Microsoft 365 中的主要应用程序，包括

Office、Calendar、Teams、OneDrive 和 SharePoint。课程将涵盖各种主题，包括应用程序的基本操作、高级功能、数据分析和报告，以及协作和沟通工具。

Office 的部分包括 Word、Excel 和 PPT 三个常用的应用程序，本课程将介绍各个程序的基本操作和格式设计、段落和文字处理、大纲和辅助功能、版面设计和排版技巧、单元格格式和公式、统计分析和数据可视化、数据分析和报表、幻灯片设计和制作技巧、视觉效果和动画效果、幻灯片演讲和分享技巧、PPT 模板和主题选择等方面内容。

Calendar 的部分将介绍如何管理 Outlook 中的日历和联系人、安排约会、会议和事件以及掌握日程安排的其他高级功能，并提供时间规划和生产效率的最佳实践。

Teams 的部分将介绍如何设置和自定义团队、在 Teams 和 Channels 中协作、使用 SharePoint Libraries in Teams、改善团队沟通和协作以及主持 Teams 会议，同时还将深入介绍 Teams 和 SharePoint 的整合概述。

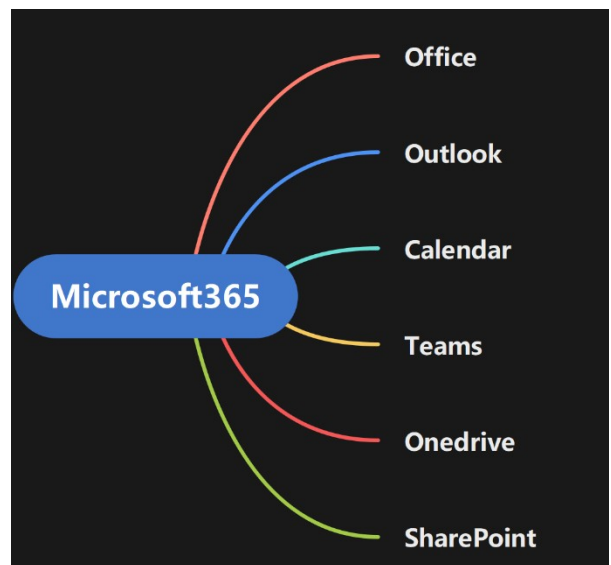
OneDrive 的部分将介绍如何登录 OneDrive、上传和保存文件和文件夹到 OneDrive、OneDrive 中的文件和文件夹管理以及在 OneDrive 中进行协作、共享和访问控制，同时提供 OneDrive 的高级功能和使用外部应用集成 OneDrive。

SharePoint 的部分将介绍如何登录 SharePoint、创建和访问 SharePoint 网站、添加清单或文档库、添加网站成员、共享和协作、版本历史和恢复，以及与 OneDrive 同步。

本课程的目标是提供 Microsoft365 应用程序基础知识和高级技巧。这些技能有助于提高用户在工作中的生产力、进行更高效的协作和有效的沟通，并帮助用户更好地处理数据和文档。

Microsoft365 is a cloud-based office software solution offered by Microsoft Corporation which includes Office, Calendar, Teams, OneDrive, and SharePoint, among others. Microsoft365 provides rich functionality and tools that offer users a more efficient, intelligent, and secure working environment. With Microsoft 365, users can easily deal with documents, email, scheduling, file sharing, and collaboration.

This course aims to provide comprehensive Microsoft365 training to learners, helping learners to learn how to use the main applications in Microsoft 365, including Office, Calendar, Teams, OneDrive, and SharePoint. The course will cover various topics,



including basic operations of applications, advanced features, data analysis and reporting, and collaboration and communication tools.

The Office section includes the three commonly used applications: Word, Excel, and PPT. This course will introduce each program's basic operations and format design, paragraph and text processing, outline and assistive functions, layout design and typesetting skills, cell formatting and formulas, statistical analysis and data visualization, data analysis and reporting, slide design and production skills, visual effects, and animation effects, presentation skills, PPT templates, and theme selection.

The Calendar section will introduce how to manage calendars and contacts in Outlook, arrange appointments, meetings, and events, and master other advanced features of scheduling while providing best practices for time planning and productivity.

The Teams section will introduce how to set up and customize teams, collaborate in Teams and Channels, use SharePoint Libraries in Teams, improve team communication and collaboration, and host Teams meetings, while providing an overview of Teams and SharePoint integration.

The OneDrive section will cover how to sign in to OneDrive, upload and save files and folders to OneDrive, file and folder management in OneDrive, and collaboration, sharing, and access control in OneDrive, while providing advanced features of OneDrive and using external application integrations with OneDrive.

The SharePoint section will cover how to log in to SharePoint, create and access SharePoint sites, add lists or document libraries, add site members, collaborate and share, version history and recovery, and synchronization with OneDrive.

The goal of this course is to provide foundational knowledge and advanced skills for Microsoft365 applications. These skills help increase user productivity, enable more efficient collaboration and effective communication, and help users better manage data and documents in their work.

课程大纲

Office	Word	基本操作
		格式设计
		段落和文字处理
		大纲和辅助功能
		版面设计和排版技巧
	Excel	基本操作
		单元格格式和公式
		统计分析和数据可视化
		数据分析和报表
		数据处理和图表制作
	PPT	基本操作
		幻灯片设计和制作技巧
		视觉效果和动画效果
		幻灯片演讲和分享技巧

		PPT 模板和主题选择
Outlook	管理 Outlook 中的日历和联系人	操作 Outlook 日历
		查看联系人和组织联系人
		Outlook 中联系人分组
		创建任务并设置提醒
	安排约会、会议和事件	Outlook 日历术语介绍
		安排约会、会议和事件
		管理日历预约
		使用日历共享
	Outlook 日历	查看和使用 Outlook 日历
		查看所有时间表
		协作功能
		快速记录事件
	安排约会	创建单个日历约会
		创建重复约会
		添加提前提醒
		追踪响应和确认约会
	安排会议	手动创建会议邀请
		使用自动会议邀请
		管理会议邀请和响应
		确认和取消会议
安排 Teams 会议	计划 Teams 会议	
	创建 Teams 会议和通话	
	Outlook 日历和 Teams 整合	
	添加 Teams 会议到日历中	
Calendar	Outlook 日历概述	-了解 Outlook 日历界面
		-导航您的日历
		-自定义日历视图
	首次设置日程安排	创建和编辑个人日历
		选择和调整日历视图
		添加和编辑日程安排
		了解如何使用分类来帮助组织日程
	日程安排邀请	邀请他人参与日程安排和会议
		规划会议并创建会议安排

		确定参与者的可用时间
		发送邀请并管理回复
	掌握日程安排的其他高级功能	创建重复的日程安排和异常日期
		将其他人拥有的日程安排和会议添加到您的日历中
		将日程安排导出或导入到其他日历应用程序中
		为日程安排设置提醒和警报
	时间规划和生产效率的最佳实践	制定时间管理策略
		阐述时间规划的最佳实践
		优化日程的时间安排和会议工作流程
		讨论其他相关的生产效率工具和建议
Teams	设置和自定义团队	创建团队
		管理团队设置
		自定义团队外观
		向团队添加应用程序和功能
		使用团队模板
	在 Teams 和 Channels 中协作	发送消息并了解 chat 和 meeting
		标记和筛选消息
		在 channel 内部协作
		设置 channel (公开或私人)
	使用 SharePoint Libraries in Teams	将 SharePoint site 添加到 Teams
		使用 SharePoint document library in Teams
		单击即弹出 Teams conversation
	改善团队沟通和协作	使用 Teams 的通讯工具
		协作工具 (协作编辑, 文件共享)
		版本控制和历史记录
		整合 Planner or ToDo for task management
		了解 Teams 外部邀请
	主持 Teams 会议	创建 Teams 会议
		加入和结束 Teams 会议
		使用会议控制和共享屏幕
		外部成员访问
	Teams 和 SharePoint 整合概述	将 SharePoint 内容显示在 Teams 中
		在 Teams 中管理 SharePoint 文档库和文件
中央化和简化管理		

		联合 Teams 和 SharePoint 解决方案
Onedrive	登录 OneDrive	访问 OneDrive
		登录 OneDrive 账号
		OneDrive 个人主页
	上传和保存文件和文件夹到 OneDrive	上传单个文件
		批量上传文件和文件夹
		保存文件到 OneDrive
		自动备份文件
	OneDrive 中的文件和文件夹管理	在 OneDrive 网页中管理文件和文件夹
		在本地计算机上管理文件和文件夹
		在移动设备上管理文件和文件夹
		同步 OneDrive 文件和文件夹
	在 OneDrive 中进行协作	在 Microsoft Office 中编辑文件
		在 Web 浏览器中编辑文件
		视频会议和聊天功能
		同时编辑文件
		文件共享和访问控制
	OneDrive 的高级功能	版本控制和历史记录
		自动化任务和流程
		利用搜索快速查找文件
		使用外部应用集成 OneDrive
OneDrive 中的数据分析和报告		
SharePoint	登录 SharePoint	访问 SharePoint 网站
		登录 SharePoint 网站
		SharePoint 网站主页
	创建和访问 SharePoint 网站	创建 SharePoint 网站
		导航到 SharePoint 网站
		删除 SharePoint 网站
		访问 SharePoint 网站
		使用 SharePoint 网站
	添加清单或文档库	创建清单或文档库
		修改清单或文档库
		删除清单或文档库
	添加网站成员	添加成员

		删除成员
		分配权限
	共享和协作	共享文件和链接
		协作工具
		版本历史和恢复
	与 OneDrive 同步	浏览库或列表并选择同步
		同步文件和文件夹
		显示同步状态
		文件离线使用

English version outline

Microsoft Office	Word	Basic operations
		Formatting
		Paragraph and text processing
		Outline and assistive features
		Layout design and typesetting techniques
	Excel	Basic operations
		Cell formatting and formulas
		Statistical analysis and data visualization
		Data analysis and reporting
		Data processing and chart making
	PowerPoint	Basic operations
		Slide design and production techniques
		Visual effects and animation effects
		Slide presentation and sharing techniques
		PPT template and theme selection
	Outlook	Manage calendars and contacts in Outlook
		Outlook calendar operation
		View contacts and organize contacts
		Contact grouping in Outlook
		Create tasks and set reminders
		Schedule appointments, meetings, and events
		Outlook calendar terminology
		Share calendars
		View and use Outlook calendar
		View all schedules
	Collaborative functionality	

		Quick event recording	
Calendar	Overview of Outlook calendar	Understand the Outlook calendar interface	
		Navigate your calendar	
		Customize calendar views	
	Set up schedule for the first time	Create and edit personal calendar	
		Select and adjust calendar views	
		Add and edit schedules	
		Learn how to use categories to help organize your schedule	
	Schedule invitations	Invite others to participate in schedules and meetings	
		Plan meetings and create scheduling	
		Determine participants' available time	
		Send invitations and manage responses	
	Master other advanced features of the schedule	Create repeating schedules and exceptional dates	
		Add schedules and meetings owned by others to your calendar	
		Export or import schedules to other calendar applications	
		Set reminders and alerts for schedules	
	Best Practices for Time Planning and Productivity	Develop time management strategies	
		Elaborate on best practices for time planning	
		Optimize schedule timing and meeting workflow	
		Discuss other related productivity tools and recommendations	
	Teams	Set up and customize teams	Create a team
Manage team settings			
Customize the appearance of the team			
Add apps and features to the team			
Use team templates			

		Collaborate in Teams and Channels	Send messages and learn chat and meeting functions
			Label and filter messages
			Collaborate within the channel
			Set up channels (public or private)
		Use SharePoint Libraries in Teams	Add a SharePoint site to Teams
			Use SharePoint document library in Teams
			Click to pop up Teams conversation
		Improve team communication and collaboration	Use Teams communications tools
			Collaboration tools (collaborative editing, file sharing)
			Version control and history
			Integrate Planner or ToDo for task management
			Learn Teams external invitations
		Host Teams meetings	Create Teams meetings
			Join and end Teams meetings
			Use meeting control and screen sharing
	External member access		
	Overview of Teams and SharePoint integration	Show SharePoint content in Teams	
		Manage SharePoint document libraries and files in Teams	
		Centralize and simplify management	
		Joint Teams and SharePoint solutions	
	OneDrive	Sign in to OneDrive	Access OneDrive
Log in to your OneDrive account			
OneDrive personal homepage			
Upload and save files and folders to OneDrive			
Upload a single file			
Bulk upload files and folders			
Save files to OneDrive			
Backup files automatically			
File and folder		Manage files and folders in	

		management in OneDrive	OneDrive web pages
			Manage files and folders on local computers
			Manage files and folders on mobile devices
			Synchronize OneDrive files and folders
		Collaborate in OneDrive	Edit files in Microsoft Office
			Edit files in a web browser
			Video conferencing and chat features
			Edit files simultaneously
			File sharing and access control
		Advanced features of OneDrive	Version control and history
			Automate tasks and processes
			Use search to quickly find files
			Integrate OneDrive with external applications
	Data analysis and reporting in OneDrive		
	SharePoint	Sign in to SharePoint	Access SharePoint site
			Log in to your SharePoint site
			SharePoint site homepage
		Create and access SharePoint sites	Create a SharePoint site
			Navigate to SharePoint site
			Delete a SharePoint site
			Access a SharePoint site
		Use SharePoint sites	Add list or document library
			Create a list or document library
			Modify list or document library
			Delete a list or document library
			Add site members
			Add members
Delete members			
Assign permissions			
Share and collaborate		Share files and links	
		Collaboration tools	
		Version history and recovery	
		Synchronize with OneDrive	
Overview of integrating Teams and SharePoint			

