

PRODUCT INFORMATION

DIGITAL WORKPLACE - USE-CASE E-LEARNING

WHAT DOES THIS COURSE OFFER YOU?

This E-Learning course is based on use-case scenarios using Microsoft applications across the "Digital Workplace". The practical scenarios and valuable background information provided throughout the course help create an understanding of the use cases. Short video tutorials are given to illustrate how to use certain Microsoft applications for given use cases. Learners are provided with demonstrations and are asked to perform interactions for an engaging learning experience.

Learning time 3,5 h
Languages: German, English

Summary

Chapter	Section	Nuggets
Preparing the digital workspace	Configuring quick access to SharePoint and OneDrive for Business	Setting SharePoint as browser favorite
		Attach SharePoint site in the browser jump list
		Linking One Drive to the Task bar n
	Synchronization of OneDrive for Business and SharePoint	Synchronizing Document Library with local computer
		Set up quick access to SharePoint in Explorer
		Synchronizing OneDrive for Business with your local computer
		Set up quick access to OneDrive for Business
	Creating a notebook on OneDrive for Business	Creating a new notebook on OneDrive for Business
		Creating an renaming sections
		Grouping sections
		Adding an naming pages
		Organizing with subpages
	Editing your own digital identity	Starting an logging into Skype for Business
Setting local informations		
Seeting profile pictures		
Working with One Drive for Business	Structuring OneDrive for Business	Creating a view in OneDrive for Business
		Creating folders in OneDrive for Business
		Creating a column in a document library
	Uploading files	Creating documents on one drive for Business
		Uploading files with the menue
		Uploading files via drag &drop
	Sharing documents	Shareing documents on OneDrive for Business
		Showing Sharings
		Set beack sharings
		Acces to shared documents
	Working on documents	Working on documents via Web App
		Co-working on documents via Web App
		Locally working on documents
		Working on documents via Desktop App
	Deleting documents from OneDrive	Deleting a document
		Restoring a deleted document
		Deleting files from the recycle bin
Working with digital notes	Creating notes in OneNote	Creating text notes
		Using highlighters for marking
		Inserting a screen clipping
		Attaching documents or files
		Printing files to the notebook
	Creating digital notes from Outlook	Inserting an email into a OneNote notebook
		Creating meeting notes as organizer
		Creating your own notes for an appointment
	Creating annotations in PowerPoint	Creating a note on a presentation
		Opening a linked note in OneNote
		Formatting linked notes
	Notes on Websites	Drawing with a virtual pen on a webpage
		Marking webpage content with the highlighter
		Adding a typed note
		Removing a note with the virtual eraser
		Saving a webpage note in OneNote
Virtual contacts	Managing contacts	Finding contacts in Outlook
		Using contact groups from Skype for Business
	Managing availability and location	Setting your current location
		Setting statuts information an "do not disturb"
		Setting availability status
	Adhoc-communication: Chat	Starting a chat from Skype for Business

		Starting a chat from Outlook
		Starting a chat from OneNotes
		Adding another contact to a chat
	Adhoc-communication: Telefonie	Starting a call from Skype for Business
		Starting a call from OneDrive
4 Chapters	17 Sections	59 Nuggets