PRODUCT INFORMATION

PROJECT MANAGEMENT - USE-CASE E-LEARNING

WHAT DOES THIS COURSE OFFER YOU?

This E-Learning course is based on use-case scenarios dedicated to the topic of "Project Management" using Microsoft applications.
The pratical 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 3,43 h
Languages: German, English

Summary

Chapter	Section	Nuggets
Using tasks One Notes	Using tasks in OneNote	Creating tasks in OneNote
		Sending tasks to Outlook
		Overview of tagged tasks
		Finding tasks in Outlook
	Managing task in outlook	View Outlook tasks in task lists
		Assign tasks
		Creating a new task
		Sending a task to OneNote
	Checking the status of delegated tasks	Email notification of acceptance of the task
		Viewing a delegated task
		Viewing the status of a delegated task
		Inserting a column with the status of the task
	Working with completed tasks in OneNote	Updating the results
		Marking tasks as completed
		Showing incomplete tasks
Project communication with SharePoint	Setting up a teamsite	Adding and formatting text
		Assigning permissions
		Create a subpage and provide it with content
		Linking to a sub-page in the navigation
	Jointly using files	Uploading a file to the document library
		Checking out a file
		Co-editing a document in the Web App
		Sharing a file for external users
		Checking in a file
	Using discussion boards	Adding the Discussion Board app
		Creating a new discussion item
		Replying to a discussion item
		Configuring alerts for a discussion
	Using polls	Creating a survey with the app
		Participating in a survey
		Visualizing a survey result
		Exporting a survey result to Excel
		Visualizing survey results on the home page
Using notes in teams	Using notes in teams	Creating a folder
		Creating a notebook on SharePoint
		Opening a notebook from a Web storage location
	Preparing a notebook for the team	Using Search in OneNote
		Generating a page from a page template
		Creating a custom tag
		Assigning a tag to content
		Protecting a section with a password
		Sharing a notebook with others
	Opening a notebook and finding information	Opening a shared notebook via a link
		Structuring an explanatory page with styles
		Searching for tagged content
	Creating notes in OneNote	Creating a text note
		Using highlighters for marking
		Inserting a screen clipping
		Attaching documents or files
		Printing files to the notebook
Scheduling and organization in Outlook	Creating and sharing appointments	Creating a Quick Step for a meeting
		Using a Quick Step and scheduling an appointment
		Creating answer options
		Creating a meeting agenda together in OneNote
		Sending a meeting invitation

	Sharing a folder with team members	Create a new folder in the inbox
		Share the folder with team members
		Setting the mailbox to visible
		Adding a shared mailbox
	Managing meeting responses	Viewing the status of the replies
		Coping the status to an excel file
		Viewing the status of the replies
		Creating a rule for replies to meetings
	Updating and canceling meetings	Adding or changing a meeting room
		Moving an appointment and informing participants
		Cancelling a meeting
Planning and holding a Skype meeting	Starting an online meeting from the calendar	Planning an online meeting
		Converting an appointment into an online meeting
		Moving a meeting to a virtual room
		Controlling access to an online meeting.
		Designating another presenter
	Moving a meeting to a virtual room	Starting an online meeting from the calendar
		Bringing participants into the meeting room
		Muting all participants
		Using a shared notebook in an online meeting
		Meeting beenden
	Presenting with Skype for Business	Showing a presentation in a meeting
		Navigating within a presentation
		Using the annotation tool in a presentation
Sharing and managing content in Skype for Business	Sharing the desktop in Skype for Business	Sharing the desktop with all participants
		Sharing an Excel file with all participants
		Sharing a OneNote notebook with all participants
		Passing control to a participant
		Taking back control
	Sharing the whiteboard for a brainstorming session	Sharing the whiteboard for a brainstorming session
		Working together on the whiteboard
		Export whiteboard to OneNote
	Creating, sharing and evaluating a poll	Creating a poll
		Ending a poll
		Showing poll results to the participants
		Saving poll results as an image file
		Exporting poll results to Excel
6 Chapters	**22 Sections**	**92 Nuggets**