

# Software Solutions

## Microsoft Teams

### Mastering

So, Microsoft Teams is a Collaboration & Communication app that helps your team stay organised and have conversations, all in one place. The aim of this course is to teach participants how to get the most of Microsoft Teams. This is a comprehensive cover of all the tools and features in Microsoft Teams. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.



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#### TEAMS

<input type="checkbox"/> ORGANISE TEAMS	<input type="checkbox"/> FILTER TEAMS
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#### CHANNELS

<input type="checkbox"/> THE GENERAL CHANNEL	<input type="checkbox"/> STANDARD, PRIVATE OR SHARED CHANNELS
<input type="checkbox"/> CREATE A CHANNEL	<input type="checkbox"/> CREATING PRIVATE CHANNELS
<input type="checkbox"/> PIN AND UNPIN CHANNELS	<input type="checkbox"/> SHOW AND HIDE CHANNELS TO STAY ORGANISED
<input type="checkbox"/> NAVIGATING BACKWARDS AND FORWARDS	<input type="checkbox"/> CUSTOMISE YOUR NOTIFICATIONS PER CHANNEL

#### CHANNEL TABS

##### Posts

<input type="checkbox"/> SHOW POSTS AT THE TOP OR BOTTOM	<input type="checkbox"/> POSTS & THREADS
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##### Files

<input type="checkbox"/> EXPAND OR RELOAD FILES	<input type="checkbox"/> ATTACHMENTS FROM OUTLOOK TO TEAMS
<input type="checkbox"/> COPY LINK OR ATTACH FILE	<input type="checkbox"/> SHARE A FILE
<input type="checkbox"/> MANAGE FILE ACCESS	<input type="checkbox"/> SHARE IN AN OUTLOOK EMAIL
<input type="checkbox"/> BEST PRACTICE	<input type="checkbox"/>

##### Notes

<input type="checkbox"/> MICROSOFT ONENOTE	<input type="checkbox"/> REMOVE AND RENAME TABS
<input type="checkbox"/> ADD MORE TABS	<input type="checkbox"/> JUMP BETWEEN FILES EASILY

#### YOU AS A TEAM MEMBER

<input type="checkbox"/> YOUR STATUS AND TEAM NOTIFICATIONS	<input type="checkbox"/> SET A DURATION FOR YOUR STATUS
<input type="checkbox"/> WHO'S ONLINE	<input type="checkbox"/> SET STATUS MESSAGE
<input type="checkbox"/> SET WORK LOCATION	<input type="checkbox"/>

#### POST AND CHAT

<input type="checkbox"/> POST OR CHAT	<input type="checkbox"/> CREATE A POST
<input type="checkbox"/> GIVE YOUR POSTS A SUBJECT	<input type="checkbox"/> ZOOM TO SEE CLEARLY
<input type="checkbox"/> SEE NEW POSTS AT THE TOP	<input type="checkbox"/> POST ANNOUNCEMENTS
<input type="checkbox"/> CHANGE TO A POST OR AN ANNOUNCEMENT	<input type="checkbox"/> CHAT OR POST SYMBOLS
<input type="checkbox"/> SEARCH THROUGH YOUR CHATS AND POSTS	<input type="checkbox"/> CREATE A CHAT
<input type="checkbox"/> CREATE CHAT GROUPS	<input type="checkbox"/> PIN CHAT GROUPS
<input type="checkbox"/> CHAT WITH CTRL SHIFT X	<input type="checkbox"/> SEND AND FILTER MESSAGES USING @MENTION
<input type="checkbox"/> POP CHAT OR OPEN A CHAT IN A NEW WINDOW	<input type="checkbox"/> DELAY DELIVERY OF A CHAT
<input type="checkbox"/> SHARE POST OR CHAT WITH OUTLOOK	<input type="checkbox"/> FORWARD EMAIL MESSAGES INTO A CHANNEL
<input type="checkbox"/> IMMERSIVE READER	<input type="checkbox"/> POLLS IN CHAT
<input type="checkbox"/> CREATE A TASK (TO DO) IN OUTLOOK	<input type="checkbox"/> VIDEO OR AUDIO CALL
<input type="checkbox"/> FILTERING	<input type="checkbox"/> SAVE A MESSAGE
<input type="checkbox"/> MARK A MESSAGE AS UNREAD	<input type="checkbox"/> PIN AND UNPIN A MESSAGE
<input type="checkbox"/> TRANSLATION	<input type="checkbox"/> QUICK / COMMANDS

#### APPS

<input type="checkbox"/> MICROSOFT ONENOTE	<input type="checkbox"/> MICROSOFT POLLS
<input type="checkbox"/> MICROSOFT WHITEBOARDS	<input type="checkbox"/> MICROSOFT SHAREPOINT
<input type="checkbox"/> MICROSOFT FORMS	<input type="checkbox"/> MICROSOFT LISTS
<input type="checkbox"/> MICROSOFT PLANNER	<input type="checkbox"/>

#### MEETINGS

##### PLANNING A MEETING

<input type="checkbox"/> INCREASE ATTENDANCE	<input type="checkbox"/> ADD AN AGENDA OTHERS CAN EDIT
<input type="checkbox"/> BUILT IN MEETING OPTIONS	<input type="checkbox"/> RESPONSE OPTIONS
<input type="checkbox"/> CREATE A REGISTRATION FORM/WEBINAR	<input type="checkbox"/> CUSTOMISE THE REGISTRATION FORM
<input type="checkbox"/> ADD A CUSTOM IMAGE (OPTIONAL)	<input type="checkbox"/> MEETING DETAILS
<input type="checkbox"/> CHOOSE ADDITIONAL FIELDS	<input type="checkbox"/> CREATE CUSTOM FIELDS
<input type="checkbox"/> SEND THE INVITE	<input type="checkbox"/> PUBLICISE THE MEETING
<input type="checkbox"/> COPY THE REGISTRATION LINK	<input type="checkbox"/> VIEW THE REGISTRATION REPORT
<input type="checkbox"/> VIEW THE POST-MEETING ATTENDANCE REPORT	<input type="checkbox"/> PUBLISH WEBINAR RECORDINGS IN TEAMS
<input type="checkbox"/> RECORD A WEBINAR	<input type="checkbox"/> STOP RECORDING A WEBINAR
<input type="checkbox"/> ACCESS A WEBINAR RECORDING	<input type="checkbox"/> PUBLISH A WEBINAR RECORDING
<input type="checkbox"/> UNPUBLISH A WEBINAR RECORDING	<input type="checkbox"/>

##### ATTENDING A MEETING

<input type="checkbox"/> MEETING KEYBOARD SHORTCUTS	<input type="checkbox"/> CHAT
<input type="checkbox"/> PEOPLE	<input type="checkbox"/> RAISE
<input type="checkbox"/> REACT	<input type="checkbox"/> VIEW

<input type="checkbox"/> ROOMS	<input type="checkbox"/> CREATE BREAKOUT ROOMS
<input type="checkbox"/> CREATE BREAKOUT ROOMS BEFORE THE MEETING	<input type="checkbox"/> CREATE BREAKOUT ROOMS DURING THE MEETING
<input type="checkbox"/> APPOINT BREAKOUT ROOMS MANAGERS	<input type="checkbox"/> APPOINT MANAGERS BEFORE THE MEETING
<input type="checkbox"/> APPOINT MANAGERS DURING THE MEETING	<input type="checkbox"/> RENAME BREAKOUT ROOMS
<input type="checkbox"/> SET A TIME LIMIT FOR BREAKOUT ROOM SESSIONS	<input type="checkbox"/> START USING THE BREAKOUT ROOMS
<input type="checkbox"/> JOIN A BREAKOUT ROOM	<input type="checkbox"/> CHAT IN BREAKOUT ROOMS
<input type="checkbox"/> CLOSE ROOMS INDIVIDUALLY	<input type="checkbox"/> CLOSE ALL THE ROOMS AT THE SAME TIME
<input type="checkbox"/> RECORD AND TRANSCRIBE	<input type="checkbox"/> DOWNLOAD MEETING TRANSCRIPTIONS
<input type="checkbox"/> MEETING INFO	<input type="checkbox"/> EFFECTS AND AVATARS
<input type="checkbox"/> LANGUAGE AND SPEECH	<input type="checkbox"/> SETTINGS
<input type="checkbox"/> APPS	<input type="checkbox"/> SHARE
<input type="checkbox"/> POWERPOINT PRESENTER VIEW IN A TEAMS MEETING	

**KEYBOARD SHORTCUTS**