Team Collaboration Tools in Microsoft 365 Course Overview

**Course Duration:**
3 Hours / 0.5 Day

1 **Delve**
   - Get personal insights based on who you work with
   - Get personal insights based on what you work on
   - How does Delve know what’s relevant to you

2 **Forms**
   - Create surveys, quizzes and polls
   - Publish your forms to respondents
   - Analysis results in real time

3 **OneNote**
   - Create OneNote notebook
   - Organize Sections and Pages in OneNote
   - Insert different kind of contents into OneNote notebook
   - Share OneNote notebook

4 **Office Lens**
   - Take pictures of whiteboards or printed documents
   - Editing photo

5 **Planner**
   - Create plans
   - Organize and assign tasks
   - Progress updates

6 **SharePoint Online**
   - SharePoint Library overview
   - Create and share files in SharePoint library
   - Version History
   - Empower teamwork using Co-Authoring, Check In/Out

7 **Whiteboard**
   - Creating a Whiteboard on a freeform canvas
   - Share your Whiteboard