# Drive Collaboration with Microsoft 365 Training

Duration: **1 Day**

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## Overview

This course is part of a series focussing on using Office 365 apps in the working environment. With collaboration as its main theme, this course works through Groups, Teams and Planner combined with Office Online to demonstrate how they can be applied to scenarios where colleagues are required to work together.

## Prerequisites

Familiarity with Microsoft Office is required.

## What You Will Learn

- Use Office Online Apps
- Create Office 365 Groups, set options and collaborate
- Work with Office 365 Teams, people, files and meetings
- Create plans with Planner
- Update plans and tasks collaboratively