

## **Microsoft Collaboration Tools Online Learning Certificate Program Course List**

*This program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees. Participants are required to complete all ten of the following courses and achieve a passing grade of 70% or higher in each course.*

### **1. OneDrive for Business: Signing in & Setting Up (0.3 Hours)**

OneDrive for Business, part of Microsoft's Office 365 package, is used to store files to work on or share. OneDrive enables you to store your files and keep organized. Begin this 5-video course by learning how to log in and out of your Office 365 account, as well as access the OneDrive application. Before you start uploading existing files and create new documents, you will explore the OneDrive interface and the different tools offered by OneDrive. This includes knowing how to browse one's folders and how to change the directory view. Next, you will discover how you can use the search bar to quickly find a file in OneDrive, using basic information about the document. This leads into searching and finding OneDrive documents from your computer. Learners will conclude the course by observing how to customize a OneDrive account, where they can change an Office 365 theme, customize the language, time zone, and notification settings to meet their needs.

### **2. OneDrive for Business: Using the Storage Tools (0.5 Hours)**

One of the main benefits of using OneDrive for Business is working with files online. In this 8-video course, learners observe how to create and edit new files, share files, and communicate with a team. When working on documents with multiple people, versions are created. These versions can be viewed and restored easily in OneDrive for Business. To begin, discover how to create, edit, and delete documents, and then open and edit documents. Learn how to import files and folders onto OneDrive, and also how to download documents that you have stored in your OneDrive storage space to your computer. Next, explore syncing documents, where you can maintain access to your OneDrive storage space both online and offline by syncing OneDrive files to your computer. Discover how to share documents. Documents that have been uploaded to your OneDrive storage space are private by default, but can be shared with colleagues on the same company network. The course concludes by demonstrating how to e-mail other users and access shared user files, and manage document versions.

### 3. OneDrive for Business: Organizing Files (0.3 Hours)

Once you start adding files to OneDrive for Business, you will need to organize them by creating folders and subfolders. Learners will observe how to move files into folders and organize a workspace to improve workflow in this 8-video course. You will also learn how to manage your OneDrive files from your computer if you have synced OneDrive. Add folders and files and remove items without having to connect to OneDrive for Business online. Begin by learning how to sort and filter your documents then discover how to delete files and restore deleted items, and create and delete folders. Once you have created folders in OneDrive, you can start moving files and organize your documents into folders. This leads into organizing your folders. The course continues by focusing on restoring files, so if you have permanently deleted files, or lost files due to file corruption from a virus attack, it is still possible to recover your data in OneDrive for Business. Conclude the course by observing how to manage your OneDrive files from your desktop.

### 4. SharePoint Online: Signing In & Setting Up (0.5 Hours)

Microsoft SharePoint is a powerful collaboration and document management tool. This 7-video course, recorded in a SharePoint Online environment, helps learners discover how to sign in for the first time, edit their profiles, work with the app launcher, find information, view other profiles, and edit SharePoint themes. Begin by learning how to log in, view your account, and securely log out of your SharePoint account, then explore the SharePoint interface layout, navigate, and find the key SharePoint features. Examine how to edit your profile information, used to help people learn a little more about you. Discover how to use the SharePoint search feature, which can return a huge amount of information taken from all the different components and areas on the platform. You can view a colleague's profile via SharePoint, and edit your SharePoint theme to one of your own choosing. Finally, the course covers modifying regional settings, useful if your company or team features people who are based in different locations.

### 5. SharePoint Online: Working with SharePoint Apps (0.7 Hours)

SharePoint apps provide powerful flexibility through add-on apps. In this 7-video course, recorded in a SharePoint Online environment, learners can explore app management, and discover how to create and use apps, including contact lists, task lists, custom lists, surveys, and calendars. Begin by observing how to add an app to a site, and then create a custom list, so if you have a particular type of data that you want to organize in your SharePoint team site but you cannot find a list app that suits your needs, you can create a custom list. Discover how to create a calendar, and then use the calendar to create and manage events. Next, learn how to customize a task list, useful for organizing your To Do list or daily tasks, and in order to have access to your tasks outside of SharePoint, discover how to export them into a file format or link them with an existing program on your computer.

### 6. SharePoint Online: Working with Communication Sites (0.5 Hours)

Communication Sites are great tools for sharing information within your team or organization. In this 11-video course, recorded in a SharePoint Online environment, learners will observe how to build a Communication Site, customize its name, theme,

and layout, and ensure that other people in an organization can use and edit it. Begin the course by discovering how the Communication Site is used and organized from the SharePoint homepage, and then explore how to easily create a Communication Site, with the help of customizable templates. You can create either a Team site or a Communication Site. Once created, learn how to edit a Communication Site; add items to a Communication Site; and analyze the site usage, so you can view how your users are interacting with your site. You will conclude the course by exploring how to manage a Communication Site, share and configure permissions with a specific user, and access the advanced settings option.

#### 7. Microsoft Office 365 Teams: Teams and Channels (0.5 Hours)

The first step in using Microsoft Teams is to create a team. Discover how to create a team and channels, configure team settings, manage team members, and add bots and connectors.

#### 8. Microsoft Office 365 Teams: Conversation Tools (0.6 Hours)

Collaborate with other team members using conversations. Discover how to use conversation tools in Teams, including sending and formatting messages, creating lists, and managing conversations.

#### 9. Microsoft Office 365 Teams: Creating, Finding, and Sharing Information (0.5 Hours)

To work effectively as a team, you must be able to share information. Discover how to search for a specific message, share files, manage files and folders, create tabs, and collaborate on a document using Microsoft Teams.

#### 10. Microsoft Office 365 Teams: Call and Meeting Tools

Use Microsoft Teams to call other team members. Discover how to make both audio and video calls, as well as how to schedule, participate in, and manage meetings.

### Foundational Competencies

Workplace development competencies are job-based skills employees need to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the Workforce Development Competencies page at <https://nyscseapartnership.org/workforce-development-competencies>.

This certificate program assists you in developing competency in *Computer Skills and Technology*.