Microbytes Teams

Who Is This Course For?

This course is suitable for anyone who would like to improve their communication, collaboration and digital workplace skills using Microsoft Teams.

What Can I Learn On This Course?

The topics covered:

Getting Started

Navigate the Microsoft Teams interface

Manage profiles, status settings and notifications

Personalise Teams settings and accessibility options

Understand the purpose of Activity, Chat, Teams, Calendar and Files

Communication

- Link YouTube videos into a presentation
- Create and manage one-to-one and group chats
- Use message formatting tools, reactions and @mentions
- Share links and files within conversations
- Apply professional communication and digital etiquette

Meetings

- Schedule and join Teams meetings.
- Manage audio, video and meeting settings.
- Use meeting controls such as chat, raise hand and reactions.
- Share screens and understand meeting recordings.

Collaboration

- Work with Teams and Channels.
- Upload, organise and share files.
- Collaborate using shared documents.
- Use co-authoring features to work with others in real time.

Managing Work

- Use Microsoft Planner to organise tasks.
- Create, assign and track work.
- Set deadlines and monitor progress.
- Understand how task management supports productivity.

Advanced Features & Review

- Explore Microsoft Forms, OneNote and other Teams apps.
- Understand integrations and productivity tools.

- Apply best practice when using Teams.

- Review and consolidate learning from the course

How Is This Course Delivered?

This course is delivered in a classroom environment with access to PCs using Windows 11 and Office 2019.

What Will I Need To Bring With Me?

You may wish to bring a pen and notepad to take notes, but you are not required to bring your own computer equipment.

What Skills Or Experience Do I Need?

No prior qualifications are needed, but should have basic computer skills, including using a keyboard and mouse, opening applications and navigating Windows. A minimum of Entry Level 3 English is recommended to support participation in discussions, meetings and collaborative activities.

How Will My Work Be Assessed?

You will carry out a range of practical activities throughout the course to develop your Microsoft Teams skills. Progress will be recognised through observation, questioning, practical tasks and learner reflection with feedback provided by your tutor. You will receive a certificate of attendance upon successful completion of the course.

What Can I Do After The Course?

You may wish to expand your Microsoft Office skills by enrolling on Microbytes PowerPoint, Excel or Word Level 2. You may also wish to consider an online Business Admin Level 2 course.