DAN HUP

Microsoft 365 & GitHub Career Advancement

A new culture of work is here. It's open and collaborative, letting you work together securely, from anywhere in the world on any device. Learn how to enable the modern workplace with Microsoft 365 solutions.

1. ## Create Microsoft Account
   - ☐ Go to www.office.com
   - ☐ Choose "Sign up for a free version of Office"

2. ## Complete Microsoft Modern Workplace Training

Go to the Modern Workplace Training website and complete the following checklists.

I. Get My Work Done:

Whether on your commute or out having coffee, use Microsoft apps and services for iOS and Android to stay connected. Install these free apps now for your communications, your social network, and get to the things that matter faster.

- ☐ Stay Connected
    - i. Setup Email on Your Mobile Device
    - ii. Manage Your Calendar
    - iii. Connect LinkedIn to Outlook
- ☐ Take and Read Notes
    - i. Take Notes
    - ii. Draw and Write Your Notes
    - iii. Share Your Notes with Others
- ☐ Develop Impactful Content
    - i. Bring Your Slides to Life with Designer
    - ii. Get Ideas in Excel
    - iii. Excel Data Types
- ☐ Access Your Files on Any Device
    - i. Use the OneDrive Mobile App
    - ii. Use the Word Mobile App
    - iii. Share Files and Folders
- ☐ Save Time
    - i. Understand how you spend your time with My Analytics
    - ii. Sync your clipboard
    - iii. Find your stuff in Windows
- ☐ Stay Secure and Private at Work
    - i. Stay Secure and Private at Work
    - ii. Sign in with Windows Hello
    - iii. Restrict Changes to Files
    - iv. Stay in Control of Your Privacy

II. Get Work Done with My Team

Whether you're working with teammates from inside or outside your organization, Microsoft Teams creates a hub for teamwork. Keep your shared files in a single secure location that everyone can access. And with chats, meetings, and calls, everyone has the right tools to stay connected no matter where they are.

- ☐ Create and organize teams
    - i. Get your team running
    - ii. Teams and Channels
- ☐ Optimize team conversations
    - i. Start Chats and Make Calls
    - ii. Use @mentions
    - iii. Send email to a channel
    - iv. Filter Your Activity Feed
- ☐ Work Together in Microsoft Teams
    - i. Add Tools with Tabs
    - ii. Add a Plan
    - iii. Work on a File Together
    - iv. Connect with SharePoint
- ☐ Manage Meetings
    - i. Create Instant Meetings with Meet Now
    - ii. Manage Meetings
    - iii. Move around in a Meeting
    - iv. Hide Notifications during Your Presentation
- ☐ Collaborate on Files
    - i. Save and Share Files
    - ii. Co-Author with Others
    - iii. Use Comments
    - iv. Use @mentions

III. Get Work Done with My Org

Learn the various communication and connection mediums available inside of Microsoft 365.

- ☐ Yammer
    - i. Yammer: Your company's social network
    - ii. Sign In
    - iii. Notification in Yammer
    - iv. Join and Create Groups
    - v. Like, reply to, and share
- ☐ SharePoint
    - i. SharePoint: Your company's home base
    - ii. Find and follow sites, news, and content
    - iii. Stay connected with the SharePoint mobile app
- ☐ Microsoft Stream
    - i. Microsoft Stream: Your company's video portal

Once complete, take the following courses:

➢ [Demonstrate fundamental knowledge of Microsoft 365 productivity and teamwork capabilities](#)

➢ [Discuss Azure Fundamental Concepts](#)

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GitHub Learning Lab

With GitHub Learning Lab, grow your skills by completing fun, realistic projects. Get advice and helpful feedback from the Github friendly Learning Lab bot.

➢ [First Day on GitHub](#)

Even though this is titled "First Day", prepare for 1-2 weeks to complete this material if you are non-technical.

Bonus Courses:

➢ [Prepare to use Github](#)
➢ [Introduction to HTML](#)
➢ [Become an Open Source Enterprise](#)

When you complete training, email your certificates to

work@danhup.com