## Modern workplace IT Department



Published 11/15/2021

## ranctormation



→ Course Description

Modern workplace

## Content

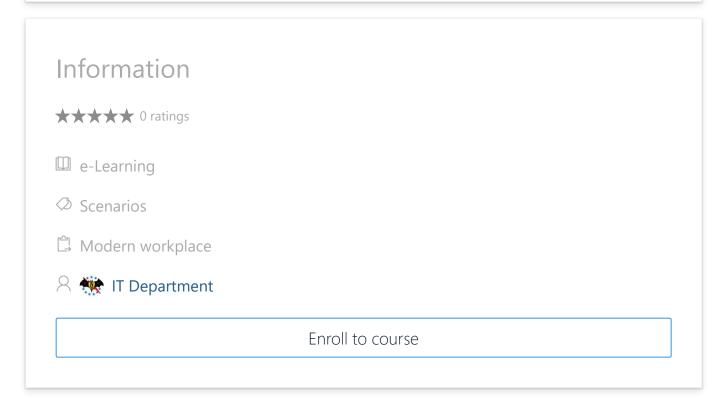
✓ Use Microsoft 365 across your work and devices ①

Microsoft 365 and the power of the cloud make it easy for you to work in new and more productive ways, from anywhere, on any device.

- Stay connected
- Take and read notes
- Access your files on any device
- O Develop impactful content
- Save time
- Express yourself freely with digital ink
- Bring your work to life with 3D

	Make your work and PC accessible
	Stay secure and private at work
	○ Confirmation
	Not Started
	0%
	Start     Start
<b>~</b>	Use Microsoft 365 across your team ①
	How teams connect and exchange information is evolving. People expect to collaborate with teammates, wherever they are located.
	Create and organize teams
	Optimize team conversations
	O Work together in Microsoft Teams
	Manage Meetings
	○ Collaborate on files
	○ Confirmation
	Not Started
	0%
	▶ Start
<b>~</b>	Use Microsoft 365 across your organization ①
	Use Microsoft 365 across your organization
	Yammer: Your company's social network
	SharePoint: Your company's home base
	Microsoft Stream: Your company's video portal
	○ Confirmation
	Not Started
	0%
	Start     Start

,	,
~	Day in your digital life with Office 365 ①
	Discover new ways to simplify your workday with Office365
	O Start your digital day
	Over morning coffee
	O During your commute
	Meeting at the office
	Collaborating with colleagues
	○ Connecting across the company
	O Protect yourself from Phishing
	○ Confirmation
	Not Started
	0%
	<b>▷ Start</b>



## Certificates



Complete the course to acquire the certificate