Microsoft 365 in Education

Course Description

This 7-day training course is designed for teachers and educational staff who wish to improve their digital collaboration, communication and organisation skills using Microsoft 365 tools. The course focuses on practical applications of cloud technologies that support teaching, teamwork and resource sharing in educational institutions.

Participants will explore the main components of the Microsoft 365 ecosystem, including Outlook, Word, Excel, PowerPoint Online, Teams, OneDrive, OneNote, Forms and Planner. Through hands-on activities and collaborative tasks, they will learn how to organise communication, manage digital resources, collaborate on documents in real time, create engaging educational content and coordinate projects within their institutions.

The course follows a practical approach and emphasises the direct transfer of knowledge into the daily work of teachers and educational organisations.

Learning Outcomes

- Understand the structure and educational potential of the Microsoft 365 ecosystem.

- Use Outlook for communication, scheduling and organisational management in educational settings.

- Collaborate effectively using Word, Excel and PowerPoint Online.

- Use Microsoft Teams for communication and collaboration in educational projects.

- Organise and share teaching materials using OneDrive and OneNote.

- Create interactive digital content using Sway.

- Design surveys and quizzes using Microsoft Forms.

- Plan and manage educational activities and projects using Microsoft Planner.

- Apply collaborative digital tools to improve organisation and teamwork within educational institutions.

Requirements for Participants

- Basic computer literacy and familiarity with internet use.

- A laptop computer for participation in practical activities.

- Basic experience with common office applications (Word, Excel or PowerPoint).

- Interest in improving digital collaboration and communication skills.

Course Programme

Day 1 – Introduction to Microsoft 365

09:30 – 10:30	Welcome session and icebreaker activities
10:30 – 11:00	**Coffee break**
11:00 – 12:30	Presentation of participants and expectations
12:30 – 14:00	**Lunch**
14:00 – 15:00	Overview of Microsoft 365 ecosystem in education
15:00 – 15:30	**Coffee break**
15:30 – 16:30	Cloud collaboration and digital learning environments

Day 2 – Communication and Organisation

09:30 – 10:30	Communication tools in Microsoft 365
10:30 – 11:00	**Coffee break**
11:00 – 12:30	Using Outlook for communication and scheduling
12:30 – 14:00	**Lunch**
14:00 – 15:00	Managing meetings, calendars and tasks
15:00 – 15:30	**Coffee break**
15:30 – 16:30	Practical exercises with Outlook

Day 3 – Collaborative Documents

09:30 – 10:30	Collaborative document management
10:30 – 11:00	**Coffee break**
11:00 – 12:30	Working with Word, Excel and PowerPoint Online
12:30 – 14:00	**Lunch**
14:00 – 15:00	Real-time collaboration and version control
15:00 – 15:30	**Coffee break**
15:30 – 16:30	Group work with shared documents

Day 4 – Microsoft Teams

09:30 – 10:30	Introduction to Microsoft Teams
10:30 – 11:00	**Coffee break**

11:00 – 12:30	Creating and managing Teams
12:30 – 14:00	**Lunch**
14:00 – 15:00	Channels, collaboration and file sharing
15:00 – 15:30	**Coffee break**
15:30 – 16:30	Practical activities in Teams

Day 5 – OneDrive and OneNote

09:30 – 10:30	File management with OneDrive
10:30 – 11:00	**Coffee break**
11:00 – 12:30	Using OneNote for teaching organisation
12:30 – 14:00	**Lunch**
14:00 – 15:00	Creating structured digital notebooks
15:00 – 15:30	**Coffee break**
15:30 – 16:30	Hands-on exercises with OneDrive and OneNote

Day 6 – Digital Content and Assessment

09:30 – 10:30	Creating digital content with Sway
10:30 – 11:00	**Coffee break**
11:00 – 12:30	Designing interactive presentations
12:30 – 14:00	**Lunch**
14:00 – 15:00	Using Microsoft Forms for surveys and quizzes
15:00 – 15:30	**Coffee break**
15:30 – 16:30	Workshop: creating quizzes and collecting feedback

Day 7 – Planner and Project Organisation

09:30 – 10:30	Introduction to project management in Microsoft 365
10:30 – 11:00	**Coffee break**
11:00 – 12:30	Using Microsoft Planner to organise tasks
12:30 – 14:00	**Lunch**
14:00 – 15:00	Collaborative planning with task boards
15:00 – 15:30	**Coffee break**
15:30 – 16:30	Final project work, evaluation and certificates