

Online Workshop 1: Setting up an online workstation and online team (OW1-EOA)

ID OW1-EOA **Price** CHF 240.—(excl. VAT) **Duration** 3 hours

Who should attend

All employees and superiors who work from the home office or in decentralized structures.

Prerequisites

- Computer science basic knowledge as a user
- PC/laptop workstation, ideally with headset or with microphone and loudspeaker
- valid Office 365 license including Microsoft Teams

Course Objectives

The participants

- are able to configure their home office workstation independently and set up MS teams in a functional way
- master the most important applications to ensure reliable communication within the teams
- can reliably exchange information digitally and analogously and store it in a structured way

Course Content

- Configuration PC/Laptop/Audio/Video for Home Office
- Correct setup of the Office 365/MS Team Account
- Online communication - simply explained in a few steps
- The functions for working together in virtual teams
- Creation, editing and storage of files
- Integrate meaningful applications into MS teams

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Training Centres worldwide



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