



T-OPPI OY

Espoo, Finland

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Course “Office 365 in Education”

21 – 27 July 2024, Manavgat, Türkiye

| 21 July 2024, Sunday | Activities |
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| 09:30 – 10:30 | Welcome. Ice breaker activity |
| 10:30 – 11:00 | Coffee break |
| 11:00 – 12:30 | Presentation of participants in the course. Course expectations. What is Office 365? Cloud Computing with Office 365 |
| 12:30 – 14:00 | Lunch |
| 14:00 – 15:00 | Overview of Office 365, its components, and its educational relevance. Understanding cloud computing, and the benefits of using Office 365 in the cloud, including accessibility, collaboration, and storage. |
| 15:00 – 15:30 | Coffee break |
| 15:30 – 16:30 | Interactive presentation, Q&A session. |
| 22 July 2024, Monday | Activities |
| 09:30 – 10:30 | Communication and Organization Tools. |
| 10:30 – 11:00 | Coffee break |
| 11:00 – 12:30 | In-depth use of Outlook for school mail, managing calendars, tasks, and contacts. |
| 12:30 – 14:00 | Lunch |
| 14:00 – 15:00 | In-depth use of Outlook for school mail, managing calendars, tasks, and contacts. |
| 15:00 – 15:30 | Coffee break |
| 15:30 – 16:30 | Hands-on exercises, creating and organizing mail and calendar entries |
| 23 July 2024, Tuesday | Activities |
| 09:30 – 10:30 | Collaborative Document Management |
| 10:30 – 11:00 | Coffee break |
| 11:00 – 12:30 | Using Word, Excel, and PowerPoint online for document creation and real-time collaboration. |
| 12:30 – 14:00 | Lunch |
| 14:00 – 15:00 | Group exercises in document creation and editing. |
| 15:00 – 15:30 | Coffee break |

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| 15:30 – 16:30 | Group exercises in document creation and editing. |
| 24 July 2024, Wednesday | Activities |
| 09:30 – 12:00 | Effective Communication through Office 365 |
| 12:30 – 14:00 | Lunch |
| 14:00 – 15:00 | Advanced email management, creating and managing groups, group conversations, file sharing. |
| 15:00 – 15:30 | Coffee break |
| 15:30 – 16:30 | Practical tasks in setting up and managing groups, sharing files. |
| 25 July 2024, Thursday | Activities |
| 09:30 – 10:30 | Using OneDrive and OneNote |
| 10:30 – 11:00 | Coffee break |
| 11:00 – 12:30 | Storing, sharing documents with OneDrive; using OneNote for notetaking and information organization. |
| 12:30 – 14:00 | Lunch |
| 14:00 – 16:30 | Hands-on session on file management and note organization. |
| 26 July 2024, Friday | Activities |
| 09:30 – 10:30 | Creating Engaging Content with Sway |
| 10:30 – 11:00 | Coffee break |
| 11:00 – 12:30 | Overview of Sway, creating interactive reports, presentations, and digital stories. |
| 12:30 – 14:00 | Lunch |
| 14:00 – 15:00 | Overview of Sway, creating interactive reports, presentations, and digital stories. |
| 15:30 – 16:30 | Workshop on creating a Sway presentation, peer reviews. |
| 27 July 2024, Saturday | Activities |
| 09:30 – 10:30 | Management project work with Planner and Project apps. Course conclusion. |
| 10:30 – 11:00 | Coffee break |
| 11:00 – 12:30 | Overview of Planner and Project, distribution of project activities and tasks with apps. |
| 12:30 – 14:00 | Feedback from participants. Distribution of participation certificates |