T-OPPI OY

Espoo, Finland
t-oppi.eu

Course "Office 365 in Education"

30 March-5 April 2025, Amsterdam, Netherlands

30 March 2025, Sunday	Activities
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.
31 March 2025, 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
01 April 2025, 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

15:30 – 16:30	Group exercises in document creation and editing.
02 April 2025, 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.
03 April 2025, 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.
04 April 2025, 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.
05 April 2025, 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