



INTERACTIVE TEAMWORK: Office 365 Strategies for Educators

19 – 26 October 2024, Valencia, Spain

Day 1: Introduction and Basics

- 10:00 - 11:00: Welcome and course overview
- 11:00 - 12:00: Introduction to Office 365: Overview and benefits
- 12:00 - 13:00: Setting up Office 365 accounts
- 13:00 - 14:00: Lunch Break
- 14:00 - 15:30: Basic navigation of Office 365 apps (Outlook, OneDrive, Word, Excel, PowerPoint)
- 15:30 - 16:00: Coffee Break
- 16:00 - 17:00: Introduction to Microsoft Teams: Basic features and interface
- 17:00 - 18:00: Reflection session and Q&A

Day 2: Advanced Teams Usage

- 10:00 - 11:00: Creating and managing teams and channels
- 11:00 - 12:00: Scheduling and managing meetings in Teams
- 12:00 - 13:00: Using chat and collaboration features effectively
- 13:00 - 14:00: Lunch Break
- 14:00 - 15:30: Integrating other Office 365 apps with Teams
- 15:30 - 16:00: Coffee Break
- 16:00 - 17:00: Hands-on activity: Group project setup in Teams
- 17:00 - 18:00: Reflection session and Q&A

Day 3: Collaborative Tools in Office 365

- 10:00 - 11:00: Using OneDrive for cloud storage and file sharing
- 11:00 - 12:00: Collaborative document editing with Word, Excel, and PowerPoint
- 12:00 - 13:00: Utilizing OneNote for classroom organization
- 13:00 - 14:00: Lunch Break
- 14:00 - 15:30: Workshop: Collaborative lesson planning
- 15:30 - 16:00: Coffee Break
- 16:00 - 17:00: Introduction to SharePoint for collaboration
- 17:00 - 18:00: Reflection session and Q&A

Day 4: Enhancing Engagement with Office 365

- 10:00 - 11:00: Creating interactive presentations with PowerPoint
- 11:00 - 12:00: Using Forms for quizzes and surveys
- 12:00 - 13:00: Utilizing Sway for creating interactive reports and newsletters
- 13:00 - 14:00: Lunch Break
- 14:00 - 15:30: Workshop: Creating engaging content with Office 365 tools
- 15:30 - 16:00: Coffee Break
- 16:00 - 17:00: Hands-on activity: Developing a project-based learning activity
- 17:00 - 18:00: Reflection session and Q&A

Day 5: Project Management and Organization

- 10:00 - 11:00: Using Planner for task management
- 11:00 - 12:00: Organizing class materials with SharePoint
- 12:00 - 13:00: Integrating Microsoft To Do for personal task management
- 13:00 - 14:00: Lunch Break
- 14:00 - 15:30: Workshop: Planning a semester project with Planner
- 15:30 - 16:00: Coffee Break
- 16:00 - 17:00: Managing deadlines and deliverables with Office 365 tools
- 17:00 - 18:00: Reflection session and Q&A

Day 6: Advanced Features and Customization

- 10:00 - 11:00: Customizing Teams with apps and bots
- 11:00 - 12:00: Advanced features in Excel for data analysis
- 12:00 - 13:00: Using Power Automate to streamline workflows
- 13:00 - 14:00: Lunch Break
- 14:00 - 15:30: Workshop: Creating automated workflows
- 15:30 - 16:00: Coffee Break
- 16:00 - 17:00: Hands-on activity: Customizing a Team for a specific project
- 17:00 - 18:00: Reflection session and Q&A

Day 7: Integration and Application

- 10:00 - 11:00: Integrating Office 365 with other educational tools
- 11:00 - 12:00: Creating a cohesive digital ecosystem for the classroom
- 12:00 - 13:00: Using Power BI for data visualization and reporting
- 13:00 - 14:00: Lunch Break
- 14:00 - 15:30: Workshop: Developing a comprehensive lesson plan using Office 365 tools
- 15:30 - 16:00: Coffee Break
- 16:00 - 17:00: Hands-on activity: Presenting lesson plans
- 17:00 - 18:00: Reflection session and Q&A

Day 8: Review and Future Planning

- 10:00 - 11:00: Review of key concepts and tools
- 11:00 - 12:00: Individual consultations and support
- 12:00 - 13:00: Planning for future integration of Office 365 tools
- 13:00 - 14:00: Lunch Break
- 14:00 - 15:00: Developing a personal action plan for implementing new skills
- 15:00 - 16:00: Course feedback and evaluation
- 16:00 - 16:30: Coffee Break
- 16:30 - 17:30: Closing ceremony – certificates, photos, and final reflections

This curriculum covers a wide range of Office 365 tools and their applications in an educational setting, focusing on practical, hands-on activities and reflection sessions to consolidate learning.