

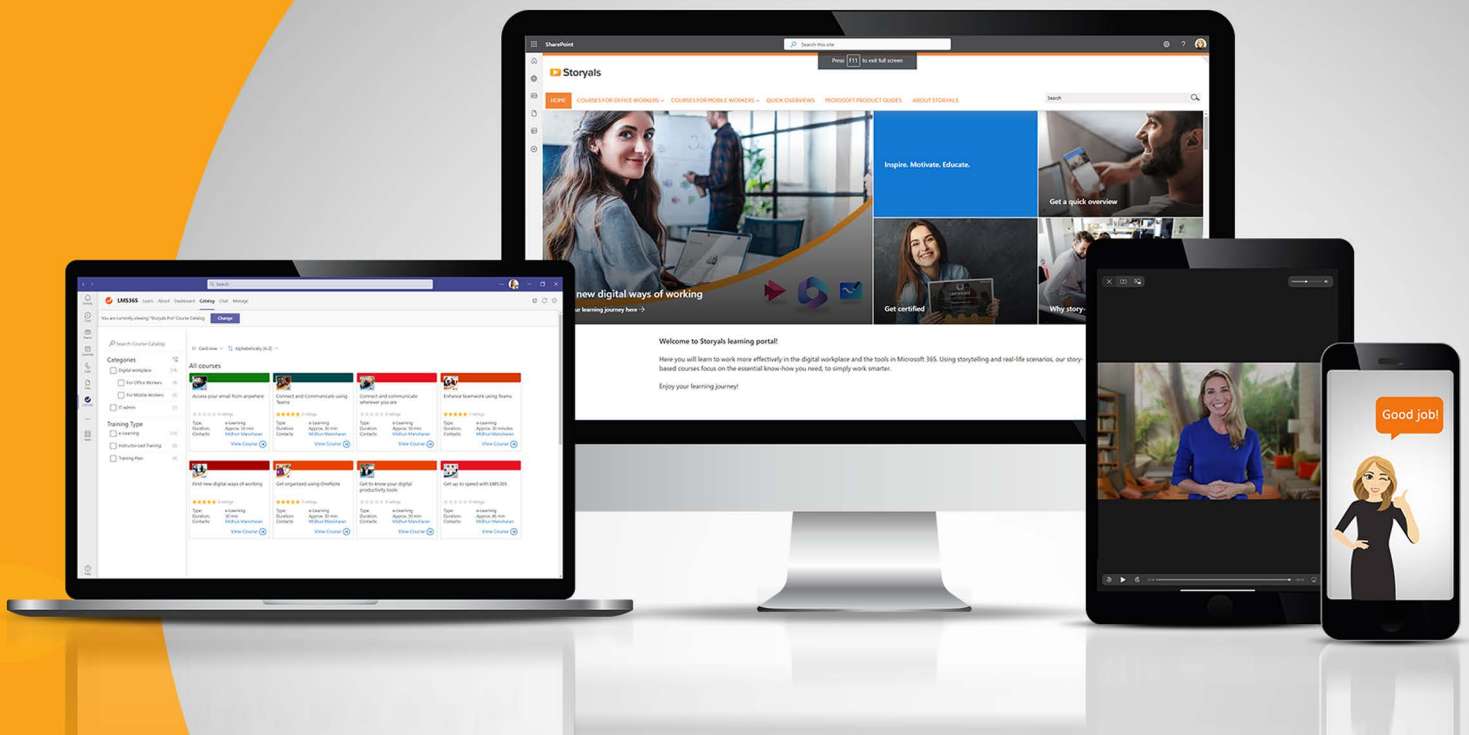


Courses on new digital ways of
working using Microsoft 365

Storyals provides your organization with courses designed to continuously **INSPIRE, MOTIVATE** and **EDUCATE** users on new digital ways of working using Microsoft 365.

Leveraging the power of **storytelling** to optimize learning and accelerate results, Storyals courses cover the **essential know-how** needed to work effectively in the modern workplace. Based on **real-life scenarios** and best practices, Storyals courses are produced in a condensed format to suit today's time-strained workforce and continuously kept up to date. The courses can also be customized to communicate your organization's unique governance and IT policies and provided with subtitles or voice overs in various languages.

Storyals courses are available for both **office workers** and **frontline workers**. They cover the training necessary to work effectively with the many apps in Microsoft 365, both from the desktop, mobile and the web.



Train your employees and build digital skills - one story at a time.

Courses for office workers

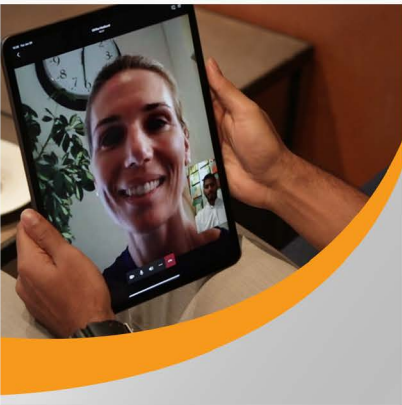


Find new digital ways of working



🕒 approx. 30 mins (quizzes + certificate)

Microsoft 365 provides you with a rich toolset that enables you to be productive from anywhere on any device. In this course, you will be introduced to some of the most common applications in Microsoft 365 - on the web, on your computer and on the mobile. In the story-based tutorial you will see how tools like Whiteboard, Forms, Stream and the Office apps can be used to collect and share knowledge.



Connect and communicate



🕒 approx. 30 mins (quizzes + certificate)

The world we live in is changing rapidly. Being able to connect and communicate with anyone from anywhere is a necessity in today's modern workplace. In this course, you will learn how to use Microsoft Teams to communicate more effectively via chat and have rich experiences via online meetings. In the story-based tutorial you will see how Microsoft Teams can be used to quickly communicate and meet online - no matter where you are.



Enhance teamwork



🕒 approx. 30 mins (quizzes + certificate)

Microsoft Teams can drastically improve the way people work together. In this course, you will learn how to use teams in Microsoft Teams to boost collaboration. You will learn how to use channel posts to stay up to date on team conversations, share files and keep track of team activities. In the story-based tutorial you will see how a team overcomes a challenge by working together using Teams.



Lead engaging meetings online

  *Microsoft Teams and Forms*


 approx. 30 mins (quizzes + certificate)

Online meetings have for many become the norm today. In this course, you will learn on how to use Microsoft Teams to prepare, conduct and follow up on digital meetings. In the story-based tutorial you will see how tools such as Whiteboard, Polls and Break-out rooms can be used in real life to lead more engaging meetings.



Work smarter with documents

  *OneDrive for Business and SharePoint*


 approx. 40 mins (quizzes + certificate)

To get the full value of Microsoft 365, saving documents to the cloud is a must. In Microsoft 365 your cloud-based documents are stored in SharePoint and OneDrive. In this course, you will get a quick overview of the benefits of these tools and understand when to use which and some key tips for using them better. In the story-based tutorials you will see real-life scenarios of how these applications are used to access and collaborate on documents from anywhere.



Take control of your inbox

  *Outlook and To-Do*


 approx. 25 mins (quizzes + certificate)

Even though Microsoft 365 provides a wide range of different communication methods, email continues to be the primary tool for business communication for many. In this course, you will learn email management best practices to keep your inbox in shape. In the story-based tutorial you will see how Outlook can be used effectively across devices and how Microsoft To-do can be used to keep track of daily tasks.



Get organized

 *OneNote*


 approx. 20 mins (quizzes + certificate)

All the digital information we are accumulating, that can be saved in the cloud and accessed from anywhere, is a great asset - but, if not organized properly, it can become a burden. In this course, you will learn how to effectively use OneNote to organize notes, photos, receipts, tasks, and much more. In the story-based tutorial you will see how OneNote can be used as an effective digital tool throughout the day.

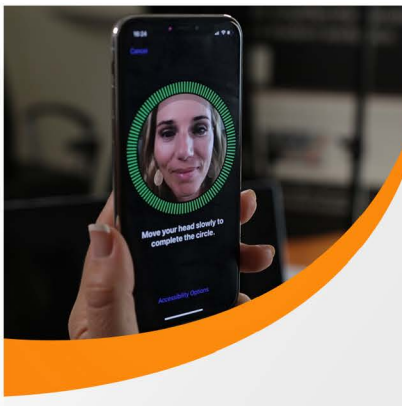


Tell powerful stories

   *Sway, PowerPoint and Forms*

 approx. 30 mins (quizzes + certificate)

Microsoft 365 provides numerous options for telling powerful stories. In this course, you will learn how to effectively use new enhancements of PowerPoint to create eye-catching presentations and the modern app Sway, to create visually appealing presentations online. In the story-based tutorials you will see how these applications can be used in real life scenarios to tell powerful stories.



Stay safe in your digital workplace

 *Microsoft Authenticator*

 approx. 12 mins (quizzes + certificate)

Microsoft 365 provides you with rich productivity tools that enable you to access files from anywhere on any device. But if your account isn't properly secured, you and your entire organization might be at risk. In this course, you will get a better understanding of how cybercriminals might get access to your account, and get proper guidance on what you can do to keep your Microsoft 365 account safe.

Courses for frontline workers



Get to know your digital productivity tools

   *Microsoft 365, Teams and To-Do*

 approx. 25 mins (quizzes + certificate)

Microsoft 365 enables an entirely new way of working – wherever, whenever. In this course you will get an introduction to how the digital productivity tools in Microsoft 365 can be effectively used during your workday. The scenario takes place in an environment most people are familiar with – a hotel. Even though this setting might differ from your workday the story will provide you with inspiration and new insights. In the story-based tutorial, you will see how the staff in a hotel use Microsoft 365 during their workday to enhance customer service.



Connect and communicate wherever you are

  *Microsoft Teams and Bookings*

 approx. 30 mins (quizzes + certificate)

Microsoft Teams enables you to instantly connect and communicate with others. Using Microsoft Teams, you can get quick answers using chat, have rich meeting experiences online, and build collaborative digital forums for sharing information. In this course you will get guidance on how to get up and running using Microsoft Teams and real-life scenarios on how to use Microsoft Teams Phone. In the story-based tutorial, you will see how Microsoft Teams can be used to enrich daily communication in a retail store.



Work better together digitally

     *Microsoft Teams and Forms*


 approx. 30 mins (quizzes + certificate)

In Microsoft Teams you can work better together digitally by collaborating with each other in teams. In this course you will learn how to share information with your coworkers and use modern apps within Microsoft Teams to collaborate in smarter ways. In the story-based tutorial, you will see how Microsoft Teams can be used to collaborate with each other via virtual teams. The scenario takes place in a factory, and even though this setting might differ from your workday the story will provide you with inspiration and new insights.



Access your e-mail from anywhere

  *Outlook, To-Do and Bookings*

 approx. 30 mins (quizzes + certificate)

Being able to access your email from anywhere and be productive on the go is a necessity for many. In this course you will learn how to use Microsoft Outlook in a more effective way via your mobile or the web. In the story-based tutorial, you will see how a Pharmaceutical Representative uses Outlook across her day to reach her goals. The scenario takes place in different environments – from home, the car and a hospital.



Work safely with your digital tools

 *Microsoft Authenticator*

 approx. 12 mins (quizzes + certificate)

Microsoft 365 provides you with rich productivity tools that enable you to access files from anywhere on any device. But if your account isn't properly secured, you and your entire organization might be at risk. In this course, you will get a better understanding of how cyber criminals might get access to your account and get proper guidance on what you can do to keep your Microsoft 365 account safe.