

Office 365 Exercises

Forms

1. Create a new Form
2. Select 4 different question types (to include Text box)
3. Select a Theme and add an image to your Title (nice to add your logo here)
4. Click on the 3 dots at the top right and take a look at Branching options (jump to a particular question based on the response given in a previous question)
5. Then look at the settings option – tick Email notification of each response
6. Now select Share and get a link to the survey
7. Now open another browser and paste the link in
8. Answer your survey
9. Go back to Forms and check the Response tab to see your answers
10. Now click on Open in Excel to see your response as a row in a spreadsheet

Sway

1. Create a new Sway
2. Add the following content 'cards' in the Storyline tab by clicking on the Plus icon and create your October update
 - Heading 1
 - Image
 - Text box
 - Heading 2
 - Group Slideshow
 - Video
3. Choose a layout and design via the Styles tab
4. Select the 3 dots (top right) and take a look at the Settings option and Accessibility Checker
5. Now select Play to see your creation come to life!

Planner

1. Open Planner and create a new plan
2. Add two new Buckets and name them - In progress and Completed
3. Add 4 Tasks in the To do column. Allocate 3 to you and the 4th to someone else in your organisation
4. Add Due dates (one to be in the past) and for one task, add a number of items (sub tasks) in the checklist and tick to show on card. (Also note you can upload documents to cards and colour code)
5. Now drag and drop one task to each of the other columns
6. Take a look at the other view options – Chart and Schedule
7. Now select the Filter option and filter by Late tasks
8. Now select the My tasks on the left-hand side