

M365 apps:

A powerful toolkit you should get to know!

Part of our Digital
Foundations programme



What we'll cover today

- Useful apps demo with Q and A
 - Forms
 - Planner
 - Sway
 - Bookings
 - WhiteBoard
 - OneNote
- Highlighting a few more!

Microsoft 365

All apps

Tips and Tricks



Bookings



Calendar



Delve



Doodle AG



Dynamics 365



Excel



Forms



Kaizala



MicrosoftAzur...



MyAnalytics



OneDrive



OneNote



Outlook



Partner



People



Planner



Power Apps



Power Autom...



Power BI



PowerPoint



SharePoint



Stream



Sway



Tasks



Teams



To Do



Whiteboard



Word



Yammer



YouCanBook...

Office 365 Training Center

[START WITH 6 SIMPLE STEPS >](#)



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Microsoft Teams



Yammer



Access



Learn the basics

Get going quickly and easily with Office 365 video training.

[START NOW >](#)



Try it with templates

Learn what's possible with Word, Excel, and PowerPoint.

[TRY IT >](#)



Work better together

Share, co-author, communicate, and collaborate as a team.

[SEE HOW >](#)



Save time with tips

Work smarter and get more out of your Office apps.

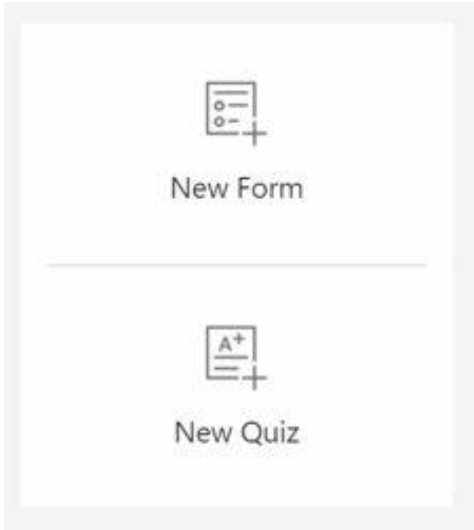
[GET TIPS >](#)



See great ways to work

Get inspired with cool new infographics for Word, Outlook, and PowerPoint — custom signatures, language translation, voice dictation, collaboration, mobile options, and more.

[LEARN NOW >](#)



Questions Responses

Office 365 apps training demo

Are you reading this as I'm chatting to you? Presentation hazard...

+ Choice Text Rating Date

- Ranking
- Likert ⓘ
- File upload
- Net Promoter Score®
- Section



Send and collect responses

Anyone with the link can respond

<https://forms.office.com/Pages/Respon>

Copy



Share as a template

+ Get a link to duplicate

Share to collaborate

+ Get a link to view and edit

Questions

Responses **57**

Top tools...

57

Responses

00:51

Average time to complete

Active

Status

View results

Open in Excel

1. Are you already using online forms to collect data?

[More Details](#)

● Yes	25
● No	32



**Demo time
followed by Q and A**

bit.ly/TheBigOne365



M365 Forms – a summary

- Multi question types available (including quizzes)
- No limit on number of questions
- Branching options e.g. if answer Yes, jump to Q5
- Share to collaborate with colleagues
- Click to get an email alert for each response
- Remember to copy link allowing anyone with link to respond
- See visualisations, response summaries, or individual responses or download into Excel for further analysis
- Set up from Teams for new responses to appear in the associated spreadsheet live (for ongoing routine data collection)
- [Further info](#)






To Do – Your personal tasks list

☰

🔍

- ☀ My Day
- ☆ Important
- 📅 Planned 10
- 🚩 Flagged Email 4
- 🏠 Tasks 12
- ☰ September to do 6
- ☰ **Finish off before I go on leave!**
- ☰ Things to do before hong kong 3
- + New list

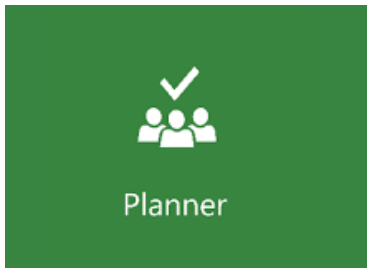
Get the app.   

Finish off before I go on leave! ...

👤 Share ↕ Sort

- ✓ VC Sutton email re database ☆
- ✓ ARCC 0365 quote ☆
- ✓ Creative Youth IT security audit report ☆
- ✓ Annual Report notes for Joanne ☆
- ✓ Get back to Kitchen Collective ☆
- ✓ Get back to Lambeth Larder ☆
- ✓ Get back to Urban Dandelion ☆
- ✓ Get back to East London Community group ☆

+ Add a task



Planner ☆
... > General

Board Charts Schedule ...

KW AR SP PT +1 Members ▾

To do

+

In progress

+

Evaluation
15/06 ...

KW Kate White

Done

+

Book venue ...

Contact all speakers ...

Finalise agenda ...

Order lunch ...

Hide completed 2 ^

~~Create Sway round up~~
22/06 ...

SP Completed by Sorrel Parsons on 21/06

SWAY

Aim - 1) to share back with attendees - embedding resources & adding links out to Step by step guides etc Focus on 1st section and then just slides from other speakers
2) To share with those who didn't attend -

**Demo time
followed by Q and A**




Planner

M365 Planner – a summary

- Use to manage projects and collaborate with your team
- Add your own Buckets (columns) e.g. To do, In progress, Completed or Jan, Feb, March etc
- Add tasks and allocate to colleagues & set deadlines
- Add checklists, upload files and make comments
- Colour code / categorise tasks
- View as buckets, as a calendar or filter on e.g. categories, tasks allocated to you, outstanding tasks
- [Planner video training](#)



Details E Emphasize A Accent Link Focus Points



Kingston Data Hack

1 - Exploring small charity data in the Roya...

Heading 1 Card



Background

Exploring small charity data in the Royal Borough of Kingston upon Thames

Text Card

The word data has the power to terrify and excite. For some it's simply the boring stuff that only the geeky understand. For others it uncovers hidden patterns, correlations and insights that can change the world.

Data is something that every small charity and community group has, such as information about the numbers of people attending activities or personal information from clients.




Image Card: Kingston Data Hack smiling.jpg

Caption

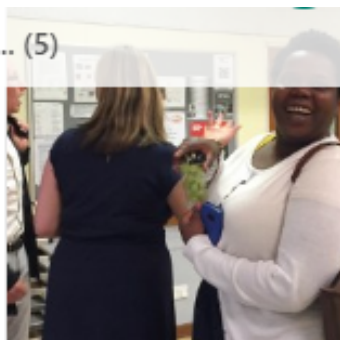


▶ 1 – Exploring small charity data in the Roya... (5)



Heading

The word data has the power to terrify and excite. For some it's simply the boring stuff that



Superhighways and Kingston Voluntary Action brought together small charities and data



Embed

▲ 2 – "I had a hunch" Hearing from peers about...



Background

Heading 1 Card

"I had a hunch" Hearing from peers about their experiences of data

Text Card

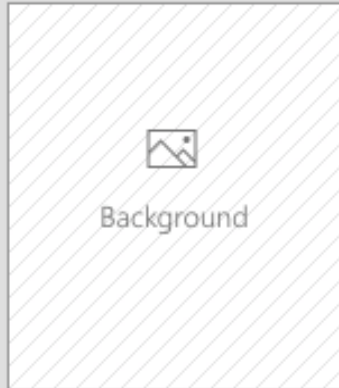
Local organisations shared how they have started on their data journey using digital tools to analyse and visualise client and outcomes data.

We heard from Kingston Young Carers' Project on how they overcame the challenge of limited reporting capacity within their database, Learn English at Home on how they have transformed the way they assess client progress and Man and Boy on their use of online questionnaires and Kobo toolbox.



Sway

▶ 1 – Exploring small charity data in the Roya... (5)								
 Heading	The word data has the power to terrify and excite. For some it's simply the boring stuff that		Superhighways and Kingston Voluntary Action brought together small charities and data	Embed				
▶ 2 – "I had a hunch" Hearing from peers about... (6)								
 Heading	Local organisations shared how they have started on their data journey using digital tools to	 Group (1)	2.1 Kingston Young Carers	2.2 Learn English at Home	2.3 Man and Boy			



Heading 1 Card

Supporting Kingston's carers with one to one training with Kingston Carers' Network

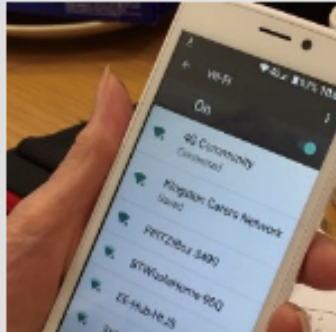


Image Card: 16.png

"How do I connect to the WiFi?"

Text Card

"I was really lucky to find this session, all my family is too busy to help me with these few simple things and someone dropped out so I could come. It has been really useful"



Image Card: KCN1.jpg

"Why can't I see the password?"

**Demo time
followed by Q and A**



M365 Sway – a summary

- Use for presentations or online publications
- Choose from a range of templates & designs
- Build your Storyline by adding blocks of differing kinds of content
- Including video & embedded content (presentations, maps etc)
- Share via a link, embed in a web page, or present to a room
- Some examples:
 - [Data Hack – event round up](#)
 - [Get Online Week – a week in the life](#)
 - [CVA annual review](#)
- [Further info](#)



M365 Bookings – two options

- ✓ Create your own **personal booking page** to share with others & reduce to and fro emailing
- ✓ Create a **Shared booking page** with Services and booking across multiple staff (via calendar integrations)

The screenshot displays the Microsoft Bookings interface. At the top, there is a teal header with the word "Bookings" and a grid icon. Below the header, the main content area is divided into two sections:

- Personal booking page:** This section features a profile card for "Kate White" with a circular profile picture and the text "Kate White Booking page".
- Shared booking pages:** This section shows a card for "Superhighways" with a "Share" button. The card includes a "Services" icon and the text "Administrator".

On the right side of the interface, there is a promotional banner for "Microsoft Bookings" with the text "Try Bookings for your team" and a "Go to book.ms" button. The banner also includes the Microsoft Bookings logo and three stylized human icons.

Two components


- ✓ **Bookings admin app** – customise the Bookings page to for your needs - define appointment types & details, manage staff schedules & availability, set business hours, and customise how appointments are booked including adding extra questions to the standard booking form
- ✓ **Booking web page** – share a direct link (including adding to your email signature), post to Facebook or embed in a web page and people can book appointments for a specific service and / or with a specific person


Add info & choose options


- ✓ Add a title, select appointment duration and set your availability
- ✓ Choose whether you want to share Publicly or Privately
- ✓ Finally select Teams meeting (as appropriate) and add a description

New bookable time - Calendar - katewhite@superhighways.org.uk


Create Feedback


 Add a title (e.g. office hours, 1:1, mentorship)


 Slot duration



 Mon-Fri, 08:00 - 18:00 [Change availability](#)


Note: People can book time with you only during the hours you specify and when you don't have a conflict.

 Privacy

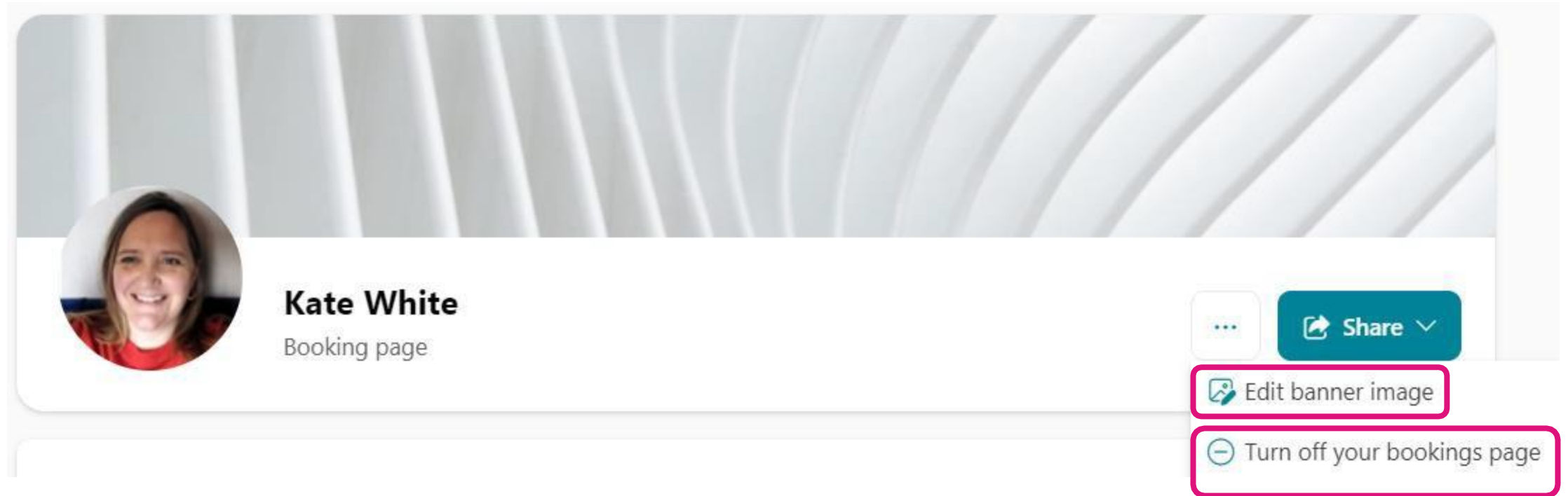
Public
 Everyone will be able to see this bookable time on your booking page.

Private
 Only people with the link will be able to see this bookable time on your booking page.

 Search for a room or location  Teams meeting

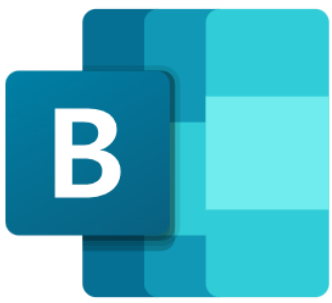
 Add a description. This will appear on your booking page.

Personal booking page



- ✓ Customise the banner image
- ✓ Note you can also Turn your bookings page off here (this takes all Bookings offline)

**Demo time
followed by Q and A**

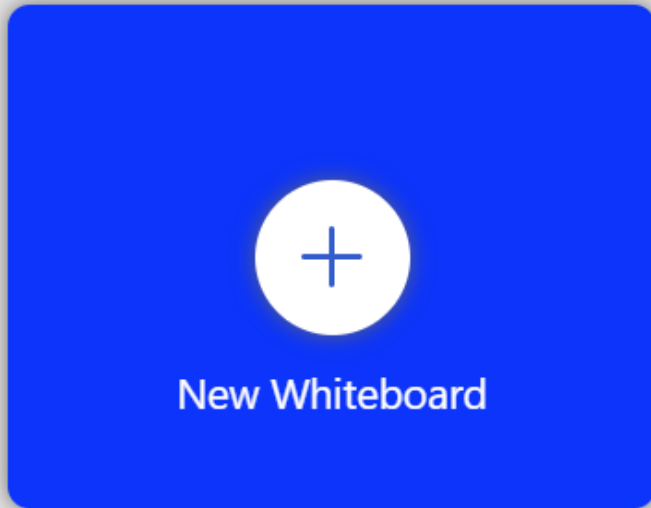


M365 Bookings – a summary

- An online booking calendar which integrates with Outlook (& Teams), set up directly from Outlook on the web or the Bookings app
- Saves time when arranging appointments giving flexibility for people to book a time that works best for them
- Email (& SMS text) notifications can reduce no-shows
- Choose a Personal booking page or a Team booking page linking to multiple calendars
- Collect additional custom data via the booking form
- [Further info](#)
- [Superhighways Step by step instructions for a Personal bookings page](#)

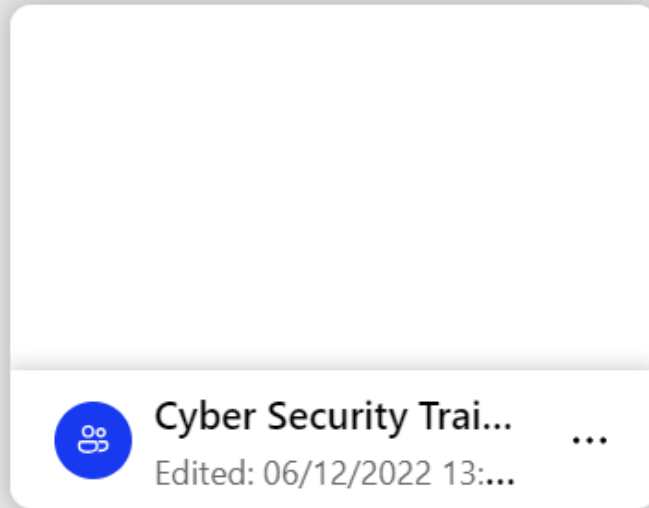


Whiteboard



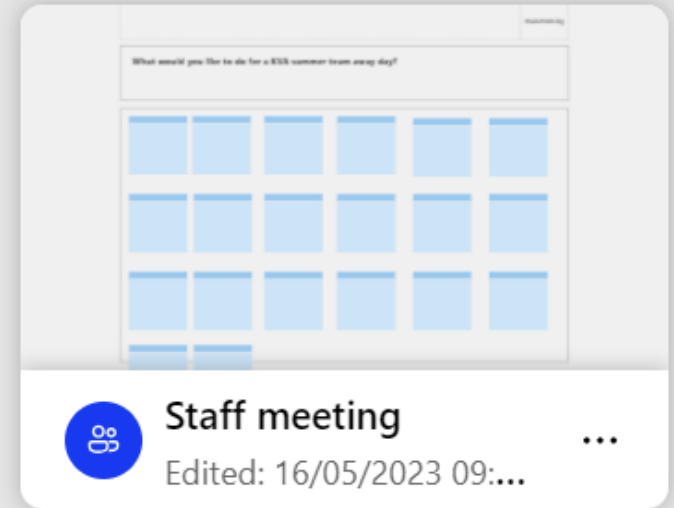
A blue square button with a white circle in the center containing a white plus sign. Below the circle, the text "New Whiteboard" is written in white.

New Whiteboard



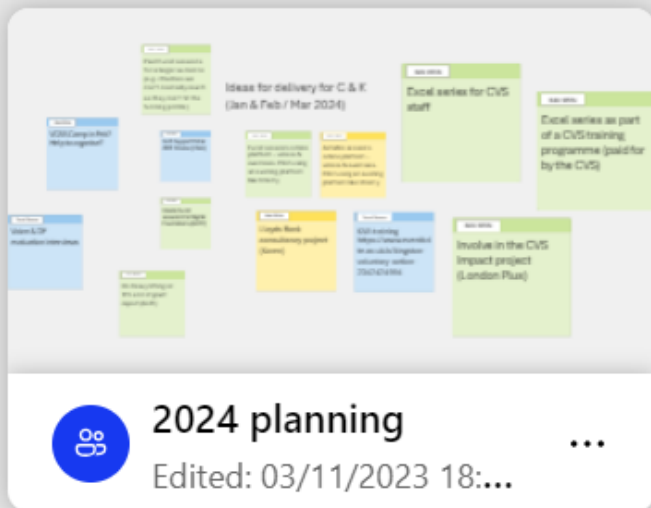
A whiteboard card with a white background. At the bottom, there is a blue circular icon with a white grid pattern, followed by the title "Cyber Security Trai..." and a three-dot menu icon. Below the title, the text "Edited: 06/12/2022 13:..." is displayed.

Cyber Security Trai...
Edited: 06/12/2022 13:...



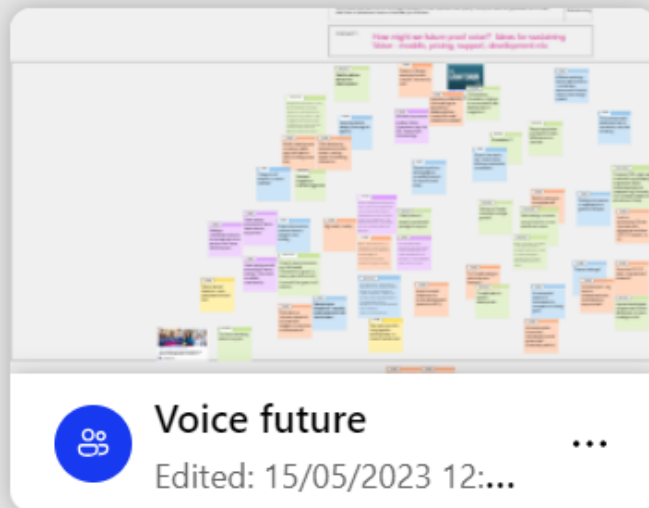
A whiteboard card showing a grid of blue sticky notes. At the bottom, there is a blue circular icon with a white grid pattern, followed by the title "Staff meeting" and a three-dot menu icon. Below the title, the text "Edited: 16/05/2023 09:..." is displayed.

Staff meeting
Edited: 16/05/2023 09:...



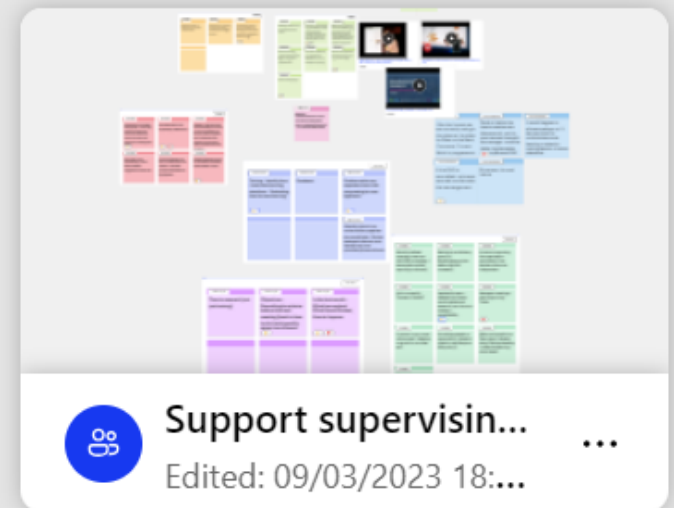
A whiteboard card with a light gray background, filled with various colored sticky notes (green, blue, yellow, orange) containing text. At the bottom, there is a blue circular icon with a white grid pattern, followed by the title "2024 planning" and a three-dot menu icon. Below the title, the text "Edited: 03/11/2023 18:..." is displayed.

2024 planning
Edited: 03/11/2023 18:...



A whiteboard card with a light gray background, filled with many small, colorful sticky notes. At the bottom, there is a blue circular icon with a white grid pattern, followed by the title "Voice future" and a three-dot menu icon. Below the title, the text "Edited: 15/05/2023 12:..." is displayed.

Voice future
Edited: 15/05/2023 12:...



A whiteboard card with a light gray background, filled with various colored sticky notes and images. At the bottom, there is a blue circular icon with a white grid pattern, followed by the title "Support supervisin..." and a three-dot menu icon. Below the title, the text "Edited: 09/03/2023 18:..." is displayed.

Support supervisin...
Edited: 09/03/2023 18:...

Room 1 - Jacky, Leeni,
Alison & Alice

ATTACK the charity

What vulnerabilities can you identify? What kind of cyber attacks could these leave the charity open to?

- Testing... Vols and trustees use their own devices
- Personal devices may not have anti virus (or free anti virus)
- Devices may not have good password protection
- People walking in and around an open plan office
- Staff, Volunteers and out side partners may not have training for Cyber security
- Not logging out, cause high risk
- Shared PC, not clear on who would be using it
- Visitors having access to shared computer/laptop
- Phishing emails
- Password hacks, social media
- Malware programmes
- People forget to log out of things when working on shared compute
- Shared wifi can mean it's easy to hack into other people

Room 2

ATTACK the charity

What vulnerabilities can you identify? What kind of cyber attacks could these leave the charity open to?

- volunteers use their own devices
- Sharing Internet with Church
- Volunteers using devices - shared.
- People working from home
- Shared Devices protected
- open room so easy access to computer room
- Finance person working part time- easy to send phishing emails on days they don't work and say something like 'pay urgently for...!'
- Personal device use & working from home - home internet security



Help the Homeless cyber security case study video
youtu.be



Help the Homeless cyber security case study video
youtu.be

Templates

Recommended

My templates

Shared with me

Brainstorming

Problem solving

Design and research

Strategy

Project planning

Retrospective

Games

Show for new whiteboards

Search all templates



Recommended

Start with blank canvas



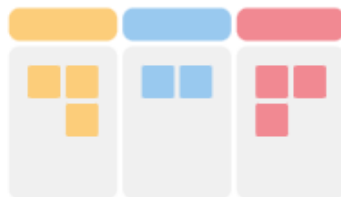
Affinity diagram



Topic Brainstorm



Where in the world



Daily stand-up



Moodboard



Cause and effect diagram



**Demo time
followed by Q and A**



M365 Whiteboard summary

- An online collaborative space similar to Jamboard, Mural & Miro
- Share a link or launch directly in a Teams meeting (Share screen and choose Whiteboard)
- Pick from a range of templates e.g. brainstorming, kanban boards, moodboards
- Export as an image
- [Further info](#)

OneNote training / Intro to OneNote / What is OneNote?

What is OneNote?

▶ Video

Start using OneNote

▶ Video

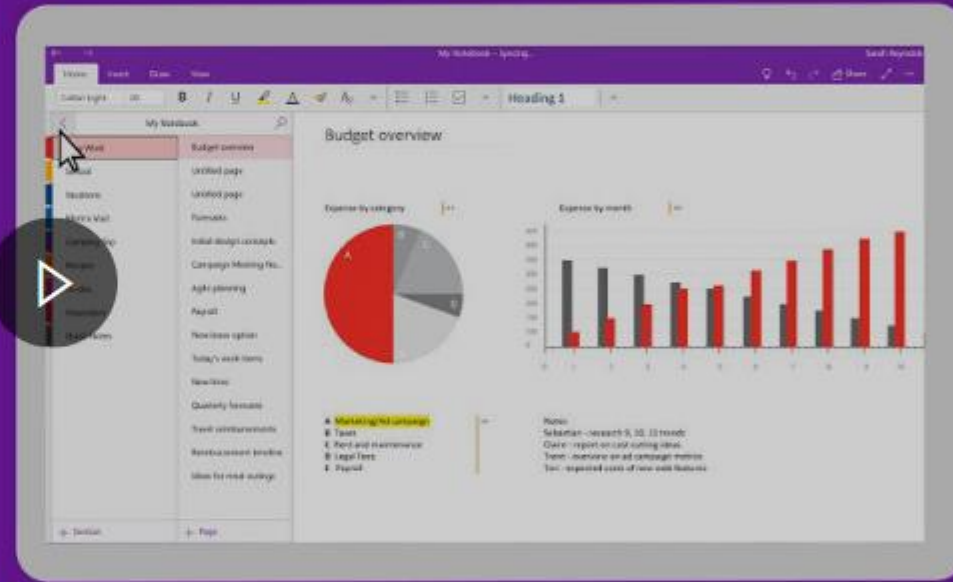
Next: Take notes

What is OneNote?



[Watch video here](#)

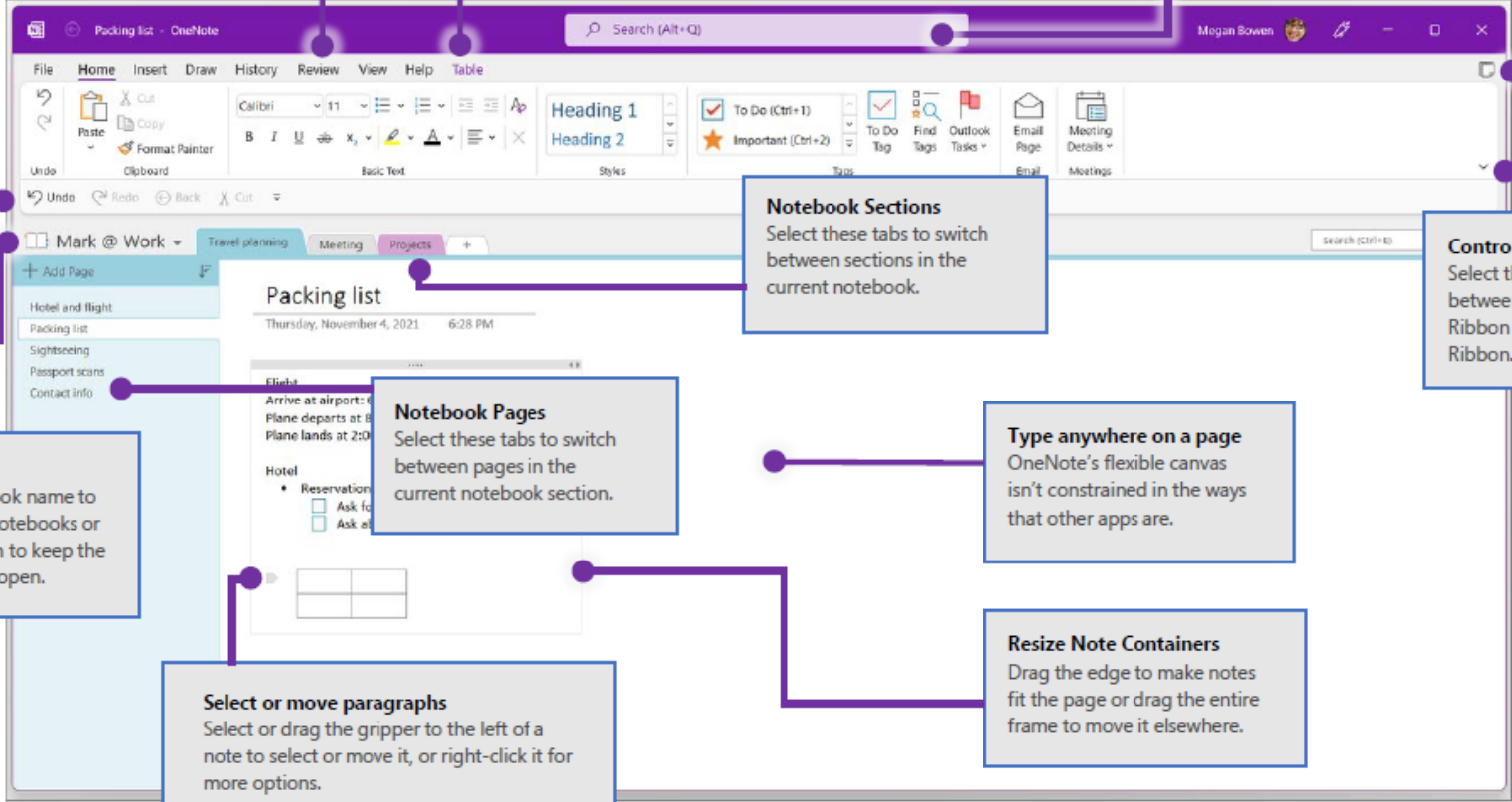
Start using OneNote



[Watch video here](#)

Quick Start Guide

New to OneNote? Use this guide to learn the basics.



Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what OneNote can do by selecting the ribbon tabs and exploring available tools.

Discover contextual commands
Select any part of a table or an inserted recording to reveal additional tabs.

Instantly find everything
Search the current page or all notebooks at once and navigate the results with ease.

Stay organized with Feed
View a feed of your sticky notes and OneNote pages all in one place.

Notebook Sections
Select these tabs to switch between sections in the current notebook.

Notebook Pages
Select these tabs to switch between pages in the current notebook section.

Notebooks List
Select the notebook name to switch between notebooks or select the pin icon to keep the Notebooks pane open.

Control the ribbon
Select the arrow to switch between the Classic Ribbon and the Simplified Ribbon.

Type anywhere on a page
OneNote's flexible canvas isn't constrained in the ways that other apps are.

Resize Note Containers
Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.

Select or move paragraphs
Select or drag the gripper to the left of a note to select or move it, or right-click it for more options.



B

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AIDE handbook



Organisations

Contacts

Campaigns

Monitoring

Events

Projects

Surveys

E-mailing from Aide

Features Aide will con...

Features Aide can't i...

Questions to discuss ...

Aide Upgrade Release

Add section

Creating an Event

Managing Event Bookings

Course details

Ticket types

Event booking forms

Checking people in

Participant status

Private links

Add page

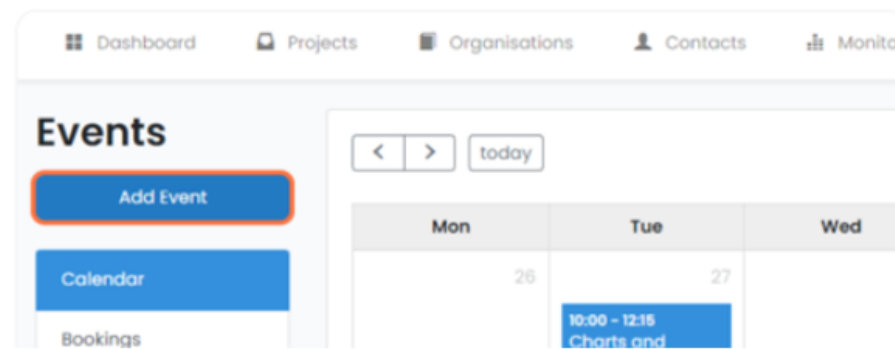
Creating an Event

Monday, September 11, 2023 12:40 PM

Creating an Event in Aide

Please note that all our Events are imported into our PowerBI dashboard so please delete any events that do not take place or are test events.

1. Log in to Aide CRM and Click on the Events Tab and then Click on Add Event in the top left-hand corner of your screen.



Demo time
followed by Q and A

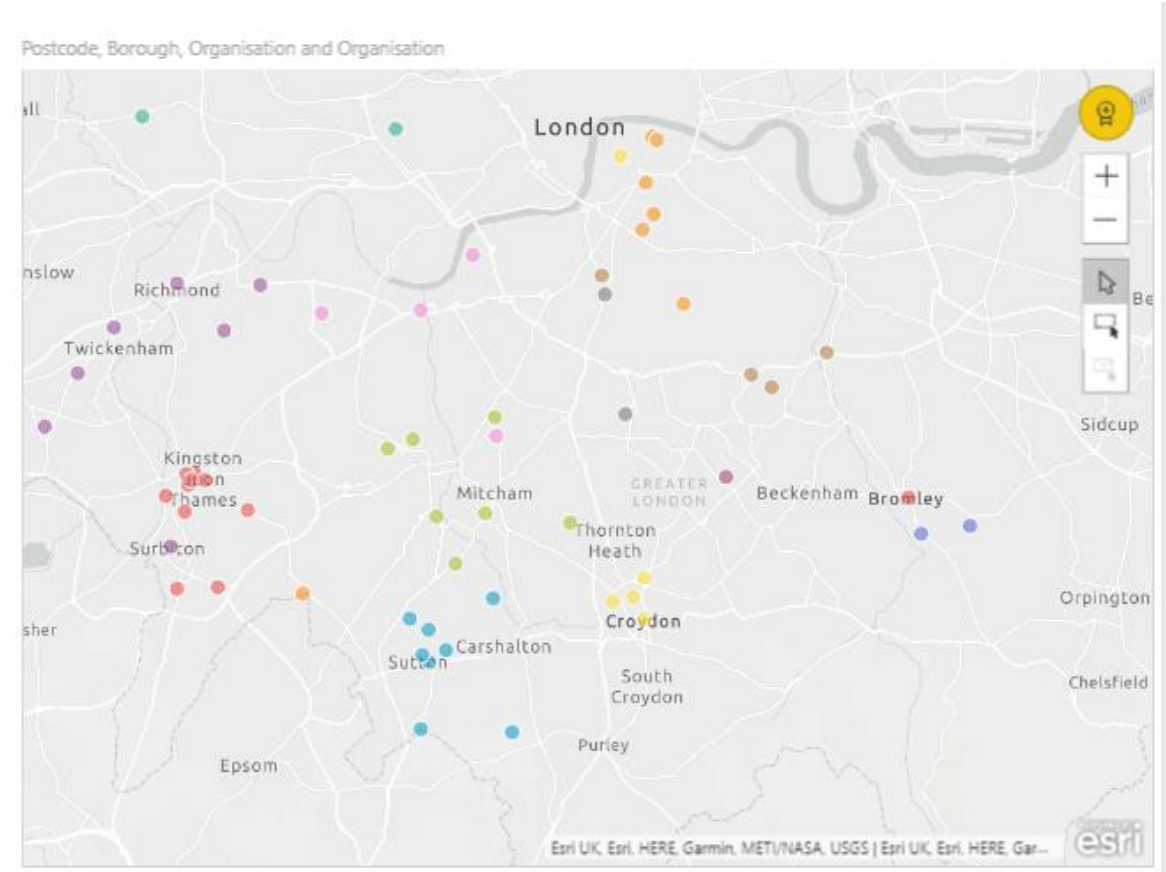
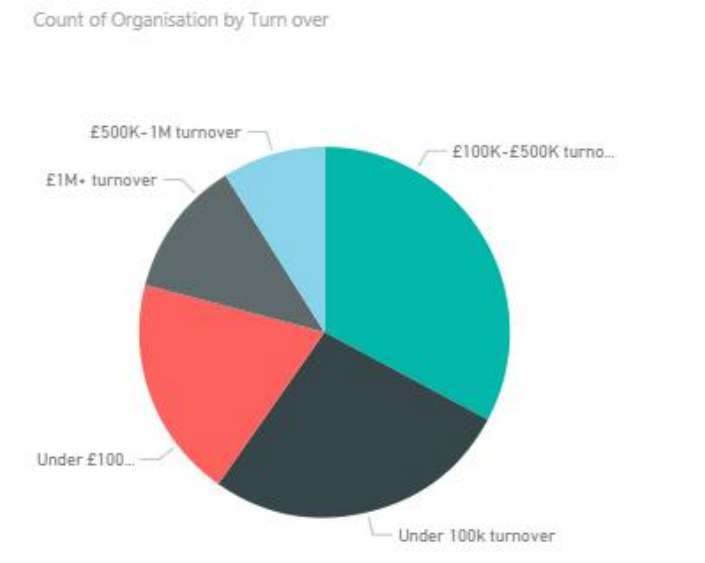
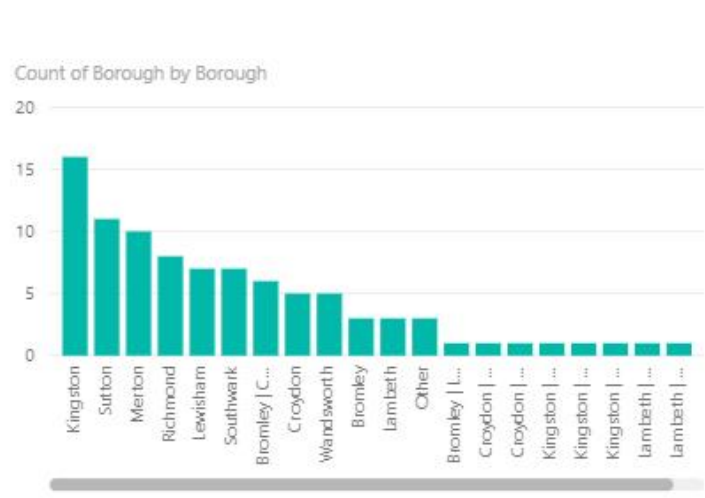


M365 OneNote

- Use via the Windows or Mobile App or directly within Teams
- Store all your notes in one place (the paper notebook alternative)
- Organise in Pages & Sections
- Add text, multimedia & annotate via ink
- Share and collaborate with others
- Search for notes via tags & keywords
- [Further info](#)
- [Cheat sheet download](#)



Data analysis & visualisation tool





Power Automate

The screenshot shows the Power Automate web interface. At the top, there is a navigation bar with the Power Automate logo, a search bar, and "Environments" with a globe icon. Below the navigation bar is a sidebar with a menu containing: Home, Approvals, My flows, Create, Templates (highlighted), Connectors, Data, Monitor, AI Builder, Process advisor, Solutions, and Learn. The main content area has a search bar for templates and a dropdown menu set to "Sorted by popularity". Below this are several filter tabs: "All templates", "Top picks", "Shared with me", "Remote work", "Approval", "Button", "Visio", "Data collection", and "Email". The main area displays a grid of six template cards. Each card shows a set of connector icons, a title, the creator, and the number of uses. The templates are:

- Notify me and store the response when a student completes a quiz** (By Microsoft, 64940 uses)
- Keep track of your Twitter mentions on a Google Sheet** (By Microsoft, 1341 uses)
- Save email attachments from Outlook.com to Dropbox** (By Microsoft, 5871 uses)
- Approve a Microsoft Forms response to add a row to an Excel spreadsheet** (By Microsoft Power Automate Community, 42294 uses)
- Create a task in Planner based on Office 365 Outlook calendar event** (By Microsoft Power Automate Community, 22241 uses)
- Save Gmail attachments to a Dropbox folder** (By Microsoft, 5894 uses)

Digital Foundations programme

There are many ways we can help small community organisations make sound choices about the digital tools and technology they use.



Communications made easy

Raise your profile using digital tools to engage supporters and fund your future

[Read more »](#)



Digital basics

Work and collaborate online using free and affordable digital tools and technology

[Read more »](#)



Websites for communities

Put your website at the heart of your charity or community organisation's story

[Read more »](#)

[Find out more about the Digital Foundations programme](#)



About Superhighways

Providing tech support to small local charities in London for over 20 years

- ✓ Support
- ✓ Training
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ Datawise London
- ✓ See all services
- ✓ E-news sign up





Thank you for listening

PAUL FIRBY

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@SuperhighwaysUK

#DigitalFoundations