M365 apps:

A powerful toolkit you should get to know!

Part of our Digital Foundations programme

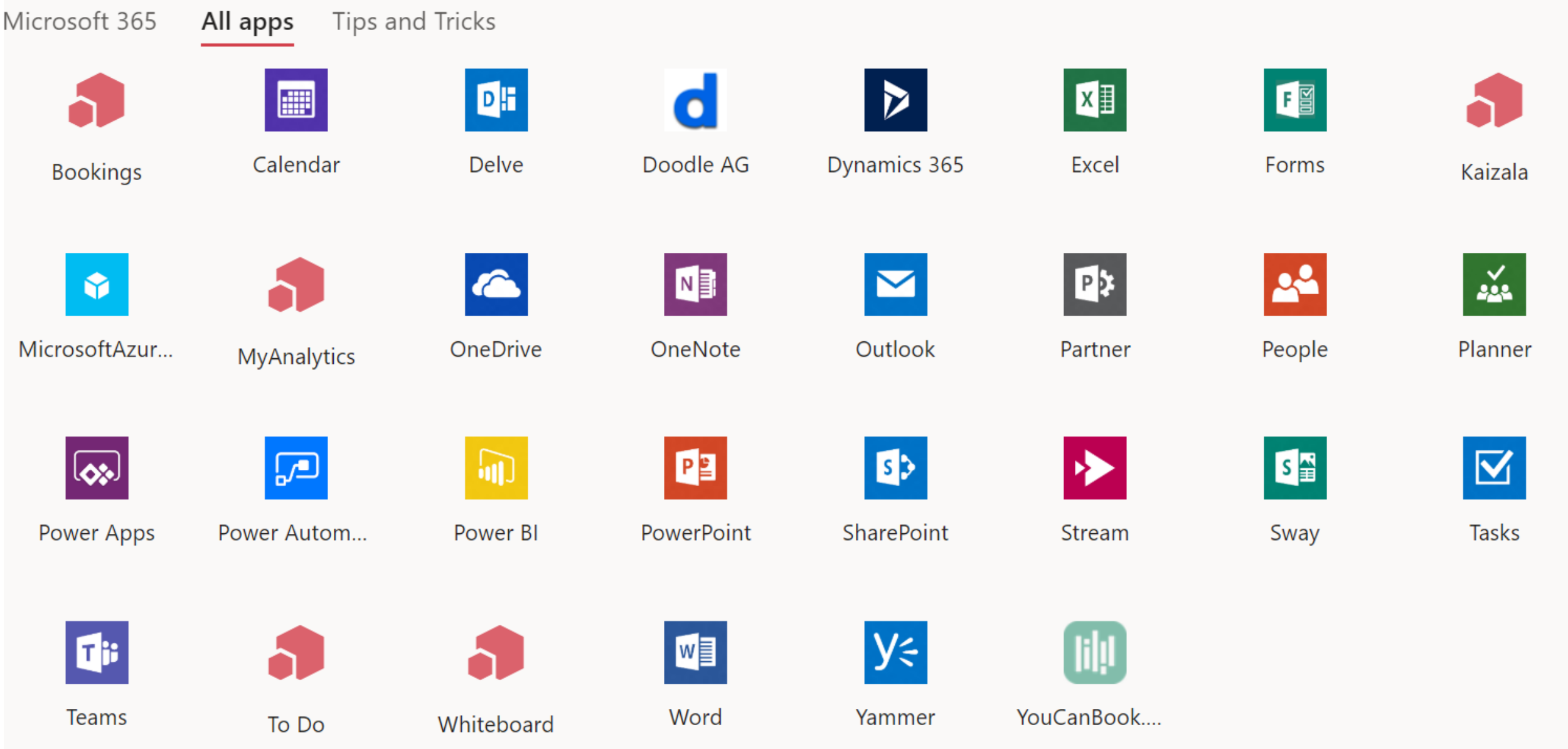
superhighways

harnessing technology for community benefit

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



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

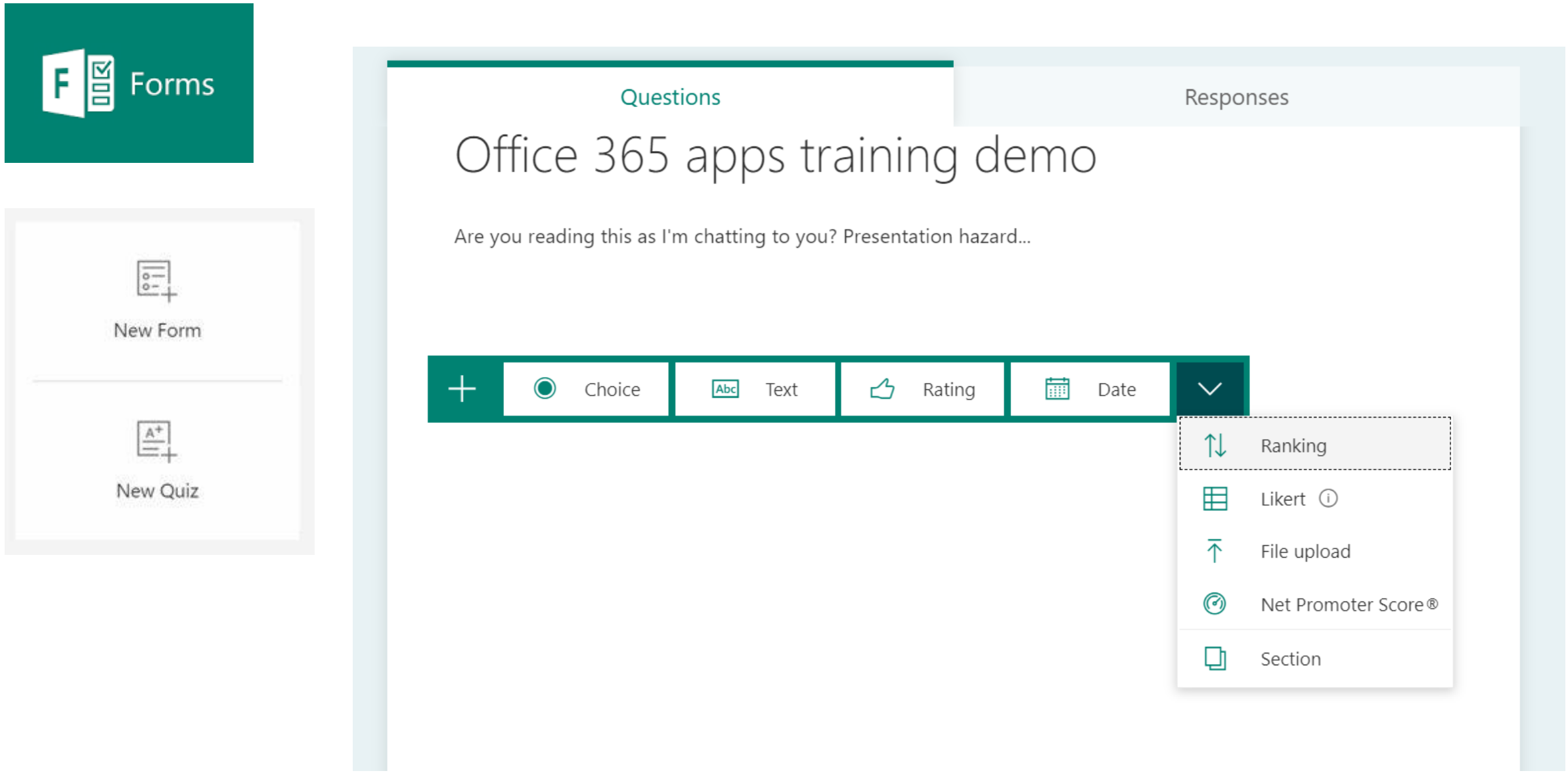
Work smarter and get more out of your Office apps.

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 >


Forms
New Form
New Quiz
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

Forms

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	00:51	Active
Responses	Average time to complete	Status

View results

Open in Excel

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

More Details

Yes	25
No	32

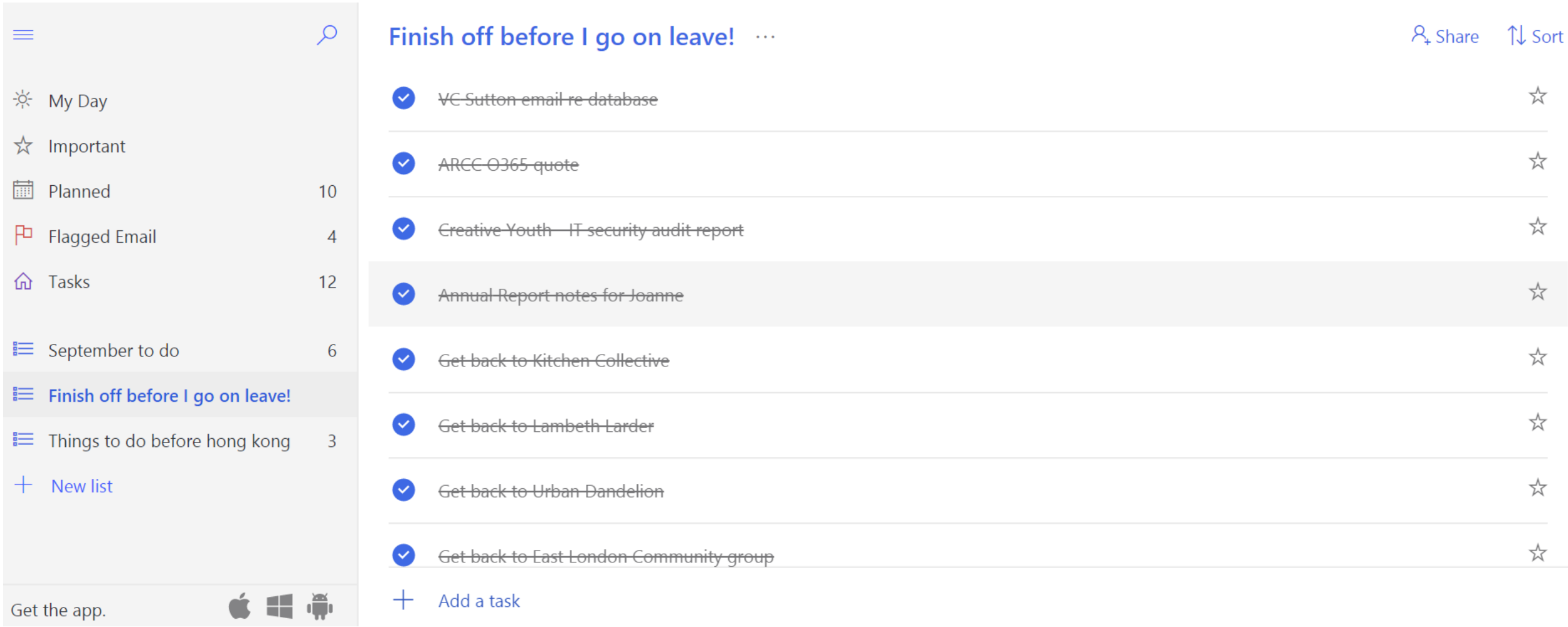
Demo time
followed by Q and A

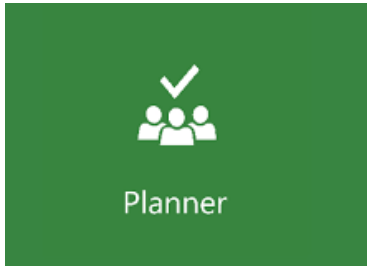
bit.ly/TheBigOne365

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





KD

Planner ☆

··· > General

Board Charts Schedule ···

KW AR SP PT +1 Members

To do	In progress	Done	Add new bucket
+	+	+	
	Evaluation 15/06 ··· KW Kate White	Book venue ··· Contact all speakers ··· Finalise agenda ··· Order lunch ···	

Hide completed 2

~~Create Sway round up~~

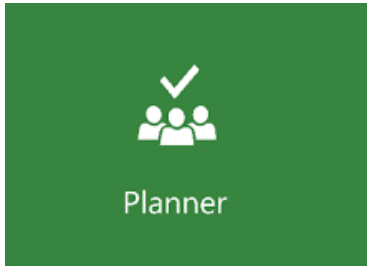
22/06 ···

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



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

Sway

Details | Emphasize | Accent | Link | Focus Points

Kingston Data Hack

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

Background

Heading 1 Card

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

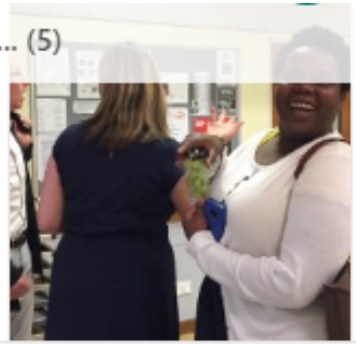
Caption

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...

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

Sway

2 – Supporting Kingston's carers with one to...

Background

Heading 1 Card

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

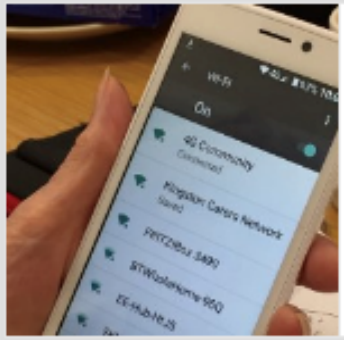


Image Card: 16.png

"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"

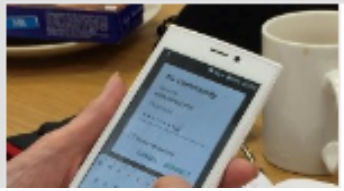


Image Card: KCN1.jpg

"Why can't I see the password?"

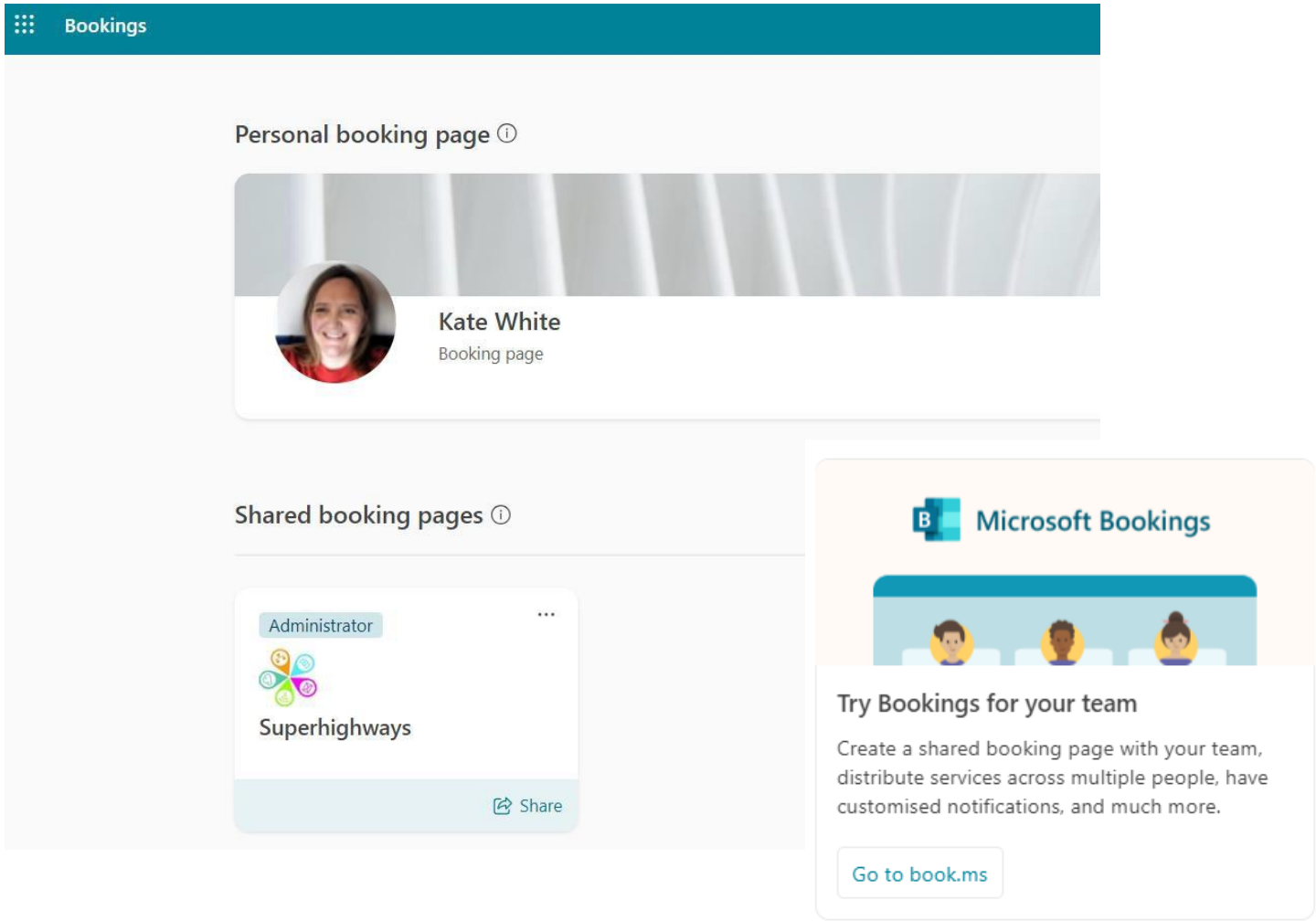
Demo time
followed by Q and A

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)



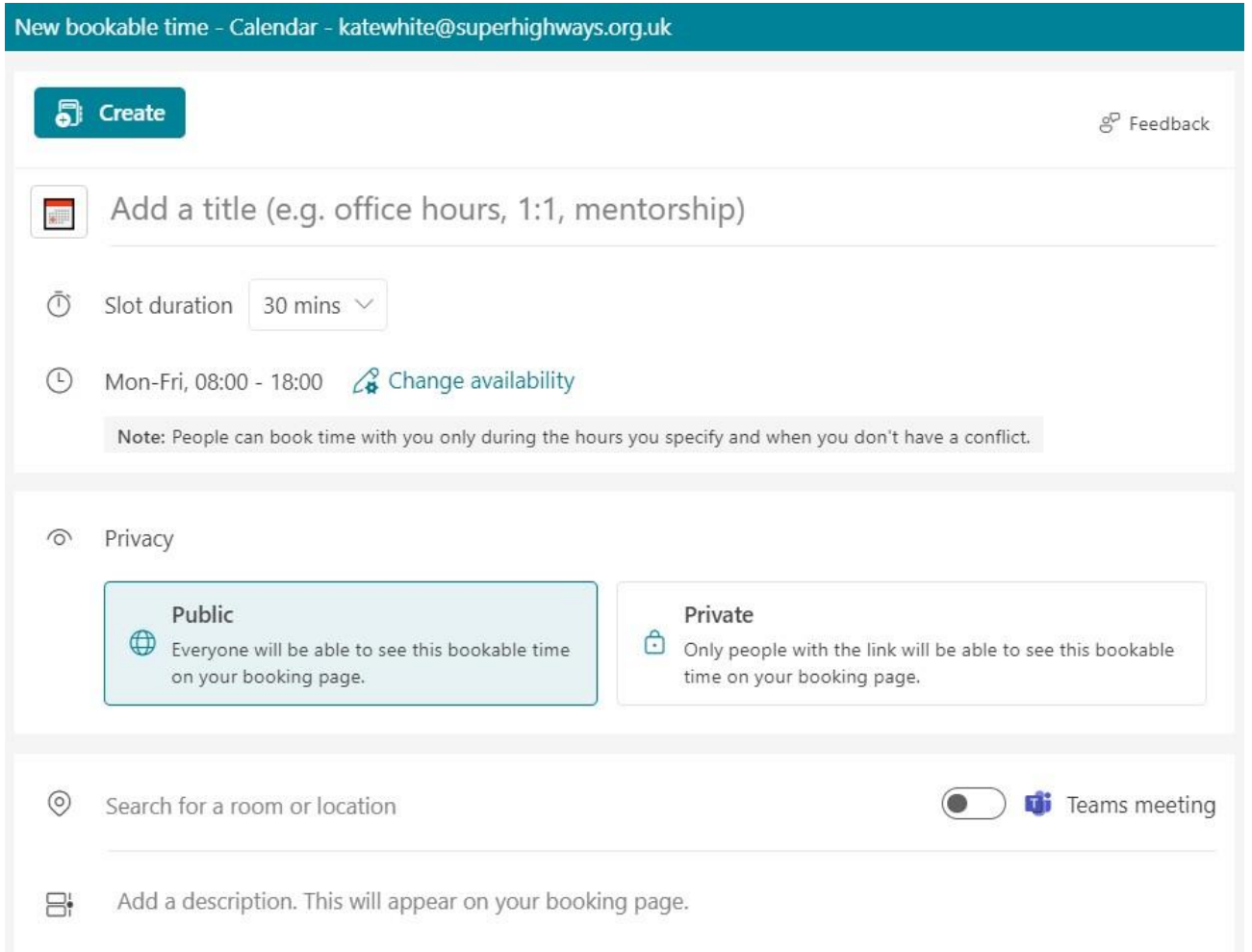
Two components

- ✓ **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

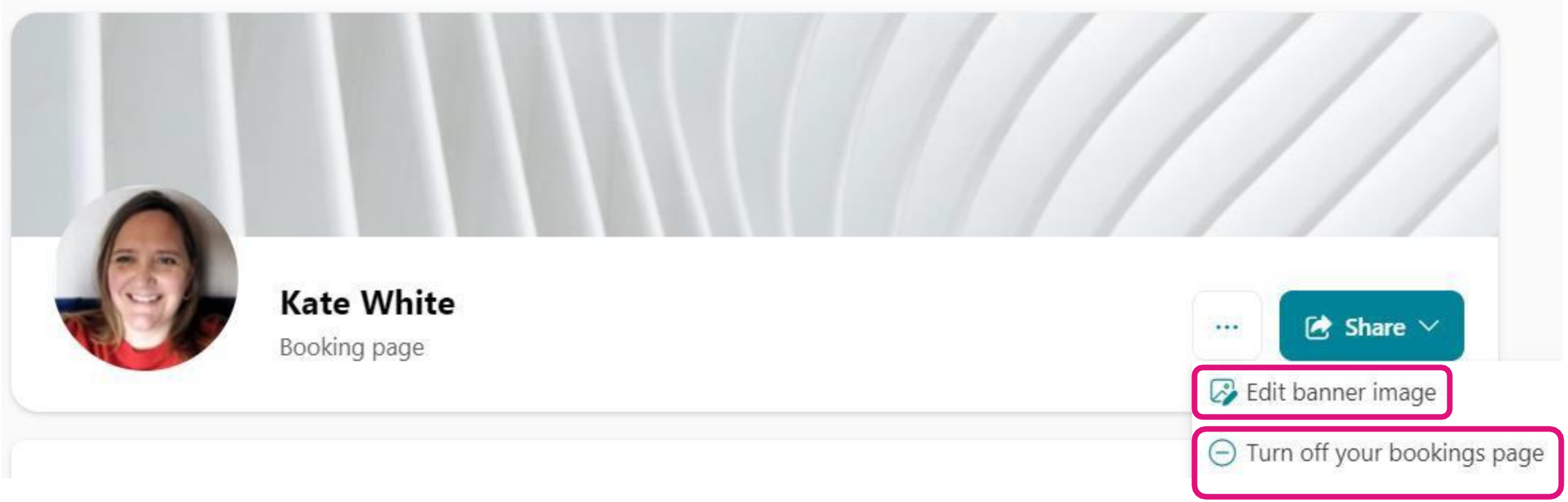
- ✓ **Booking web page** – share a direct link (including adding to your email signature), post to Facebook or embed in a web page and people can book appointments for a specific service and / or with a specific person

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



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

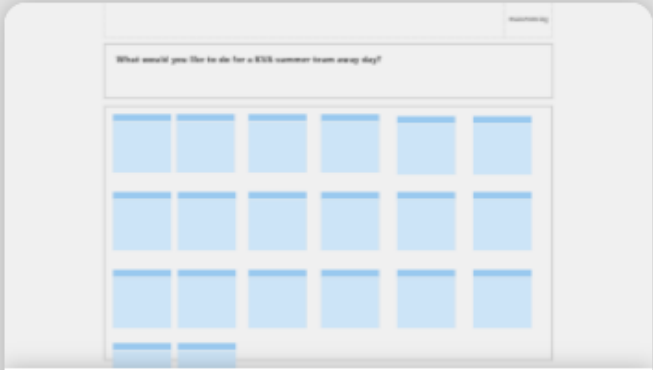
M365 Bookings – a summary

- 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

New Whiteboard

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



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

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

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

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

Cyber Security Training for the KVA Team

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 trainning for Cyber security

Not logging out, cuase high risk

Shared PC, not clear on who would be using it

Vistors having access to shared computer/laptop

Phising emails

Password hacs, social media

Malware programmes

People forget to log out of things when working on ashred compute

Shared wifi can mean it's easy to hack into other people

Help the Homeless cyber security case study video

youtu.be

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

Volunters using devices - shared.

People working from home

Shared Devices protected

open room so easy access to computer room

Finance person working part time- eashy to send phishing emails on days they don't work and say something like 'pay urgently for...i'

Personal device use & working from home - home internet security

Help the Homeless cyber security case study video

youtu.be

Templates

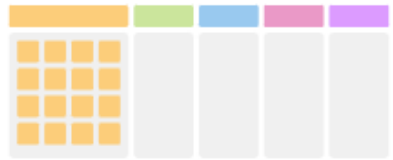
Search all templates

- Recommended
- My templates
- Shared with me
- Brainstorming
- Problem solving
- Design and research
- Strategy
- Project planning
- Retrospective
- Games

Show for new whiteboards

Recommended

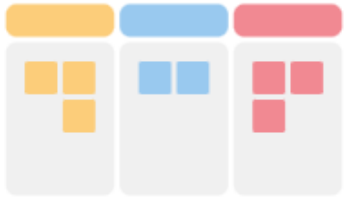
Start with blank canvas



Affinity diagram

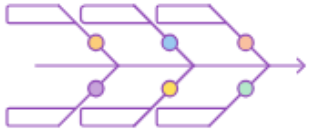
Topic Brainstorm

Where in the world



Daily stand-up

Moodboard



Cause and effect diagram

Demo time
followed by Q and A

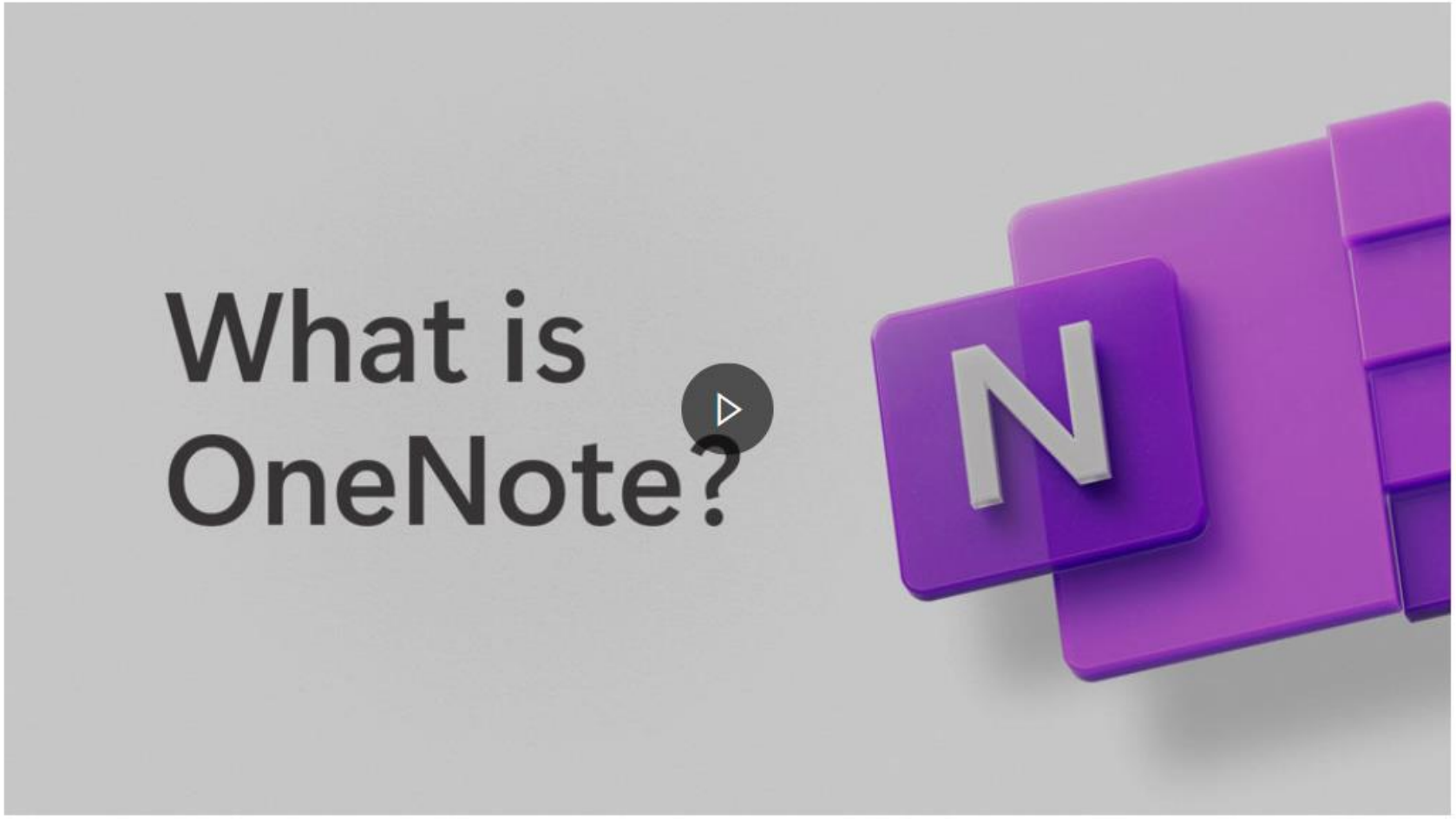
M365 Whiteboard summary

- 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

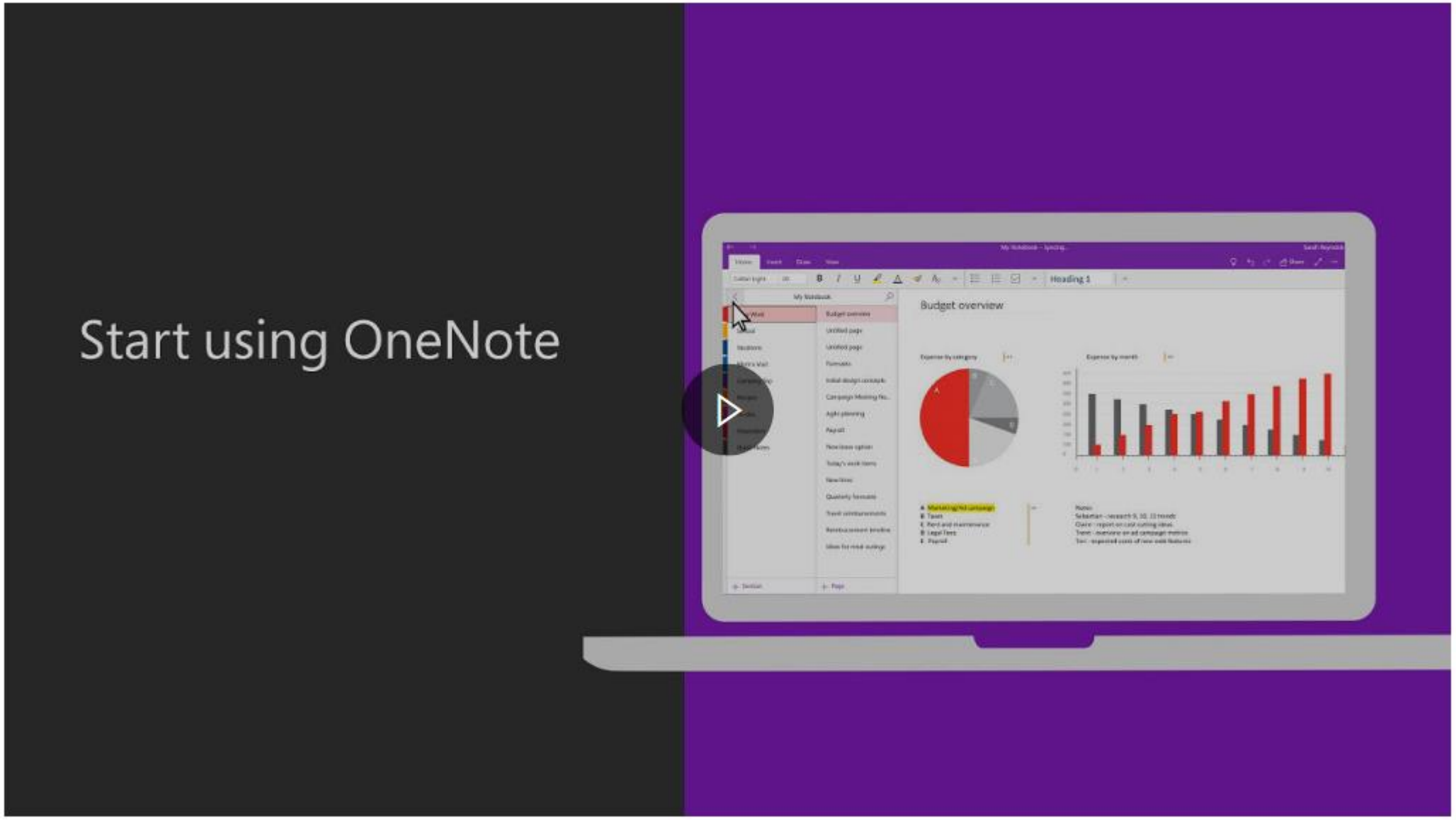
What is OneNote?
Video

Start using OneNote
Video

Next: Take notes



[Watch video here]



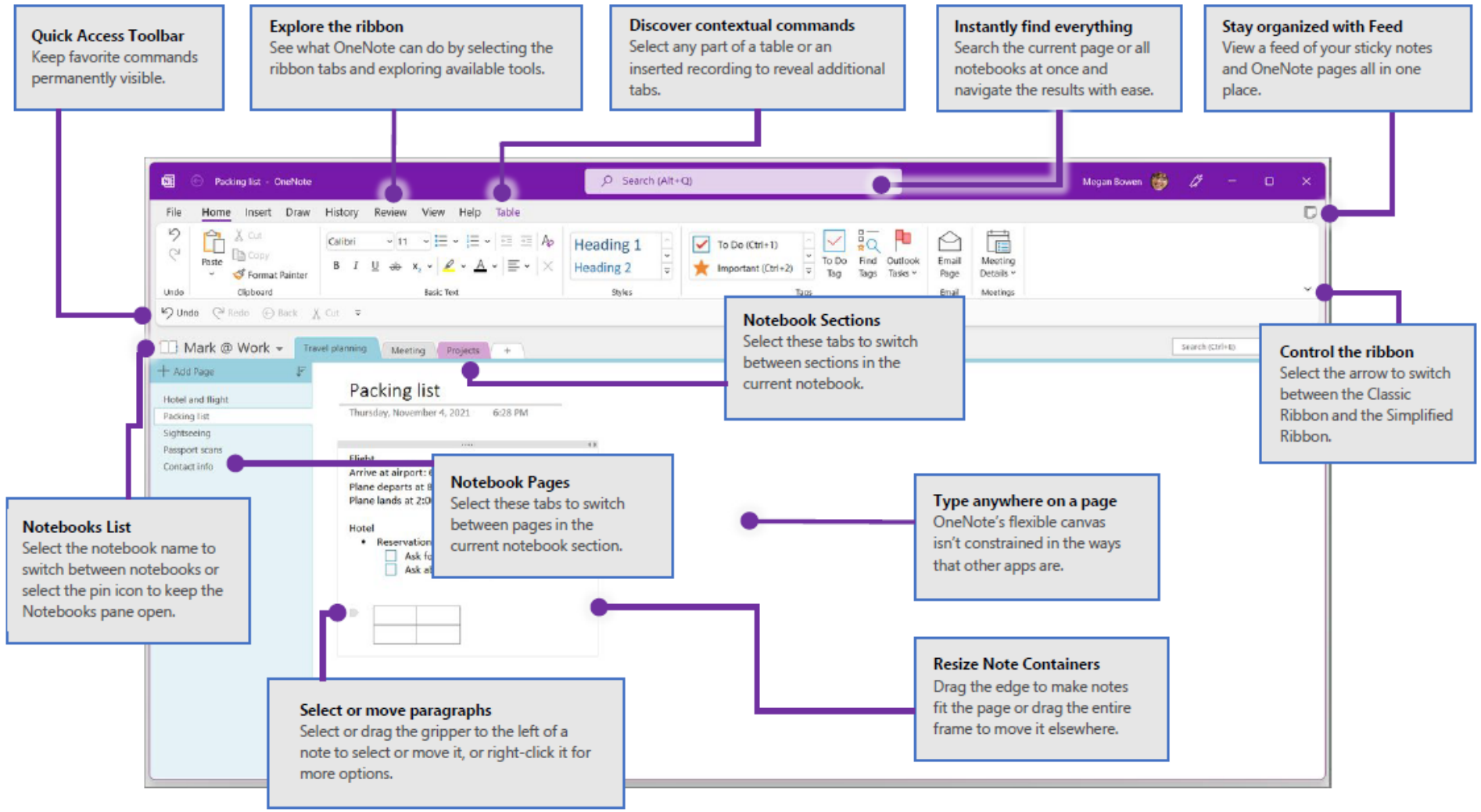
[Watch video here]

OneNote

Microsoft

Quick Start Guide

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



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 ...

Creating an Event
Managing Event Bookings
Course details
Ticket types
Event booking forms
Checking people in
Participant status
Private links

Add section Add page

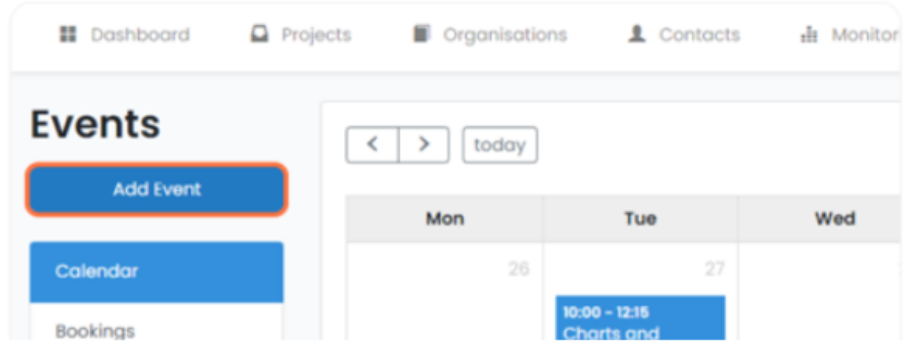
Creating an Event

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

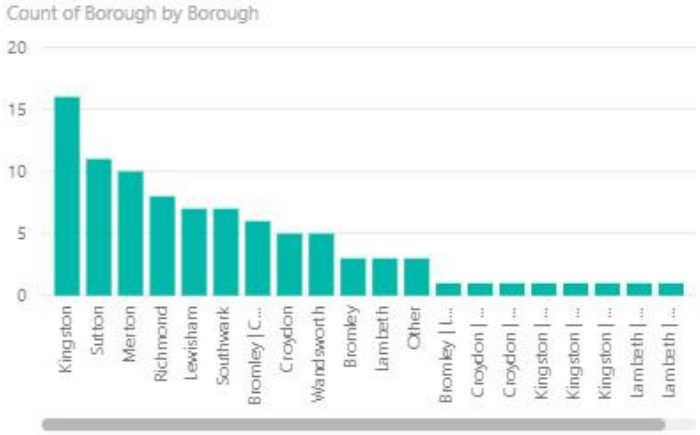
M365 OneNote

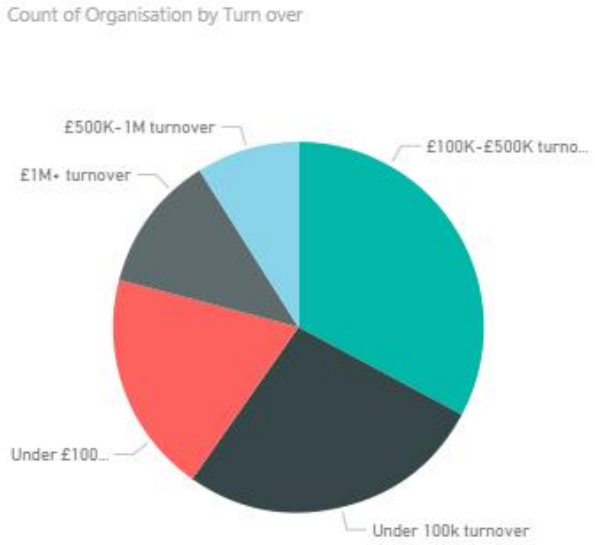
- Use via the Windows or Mobile App or directly within Teams
- Store all your notes in one place (the paper notebook alternative)
- Organise in Pages & Sections
- Add text, multimedia & annotate via ink
- Share and collaborate with others
- Search for notes via tags & keywords

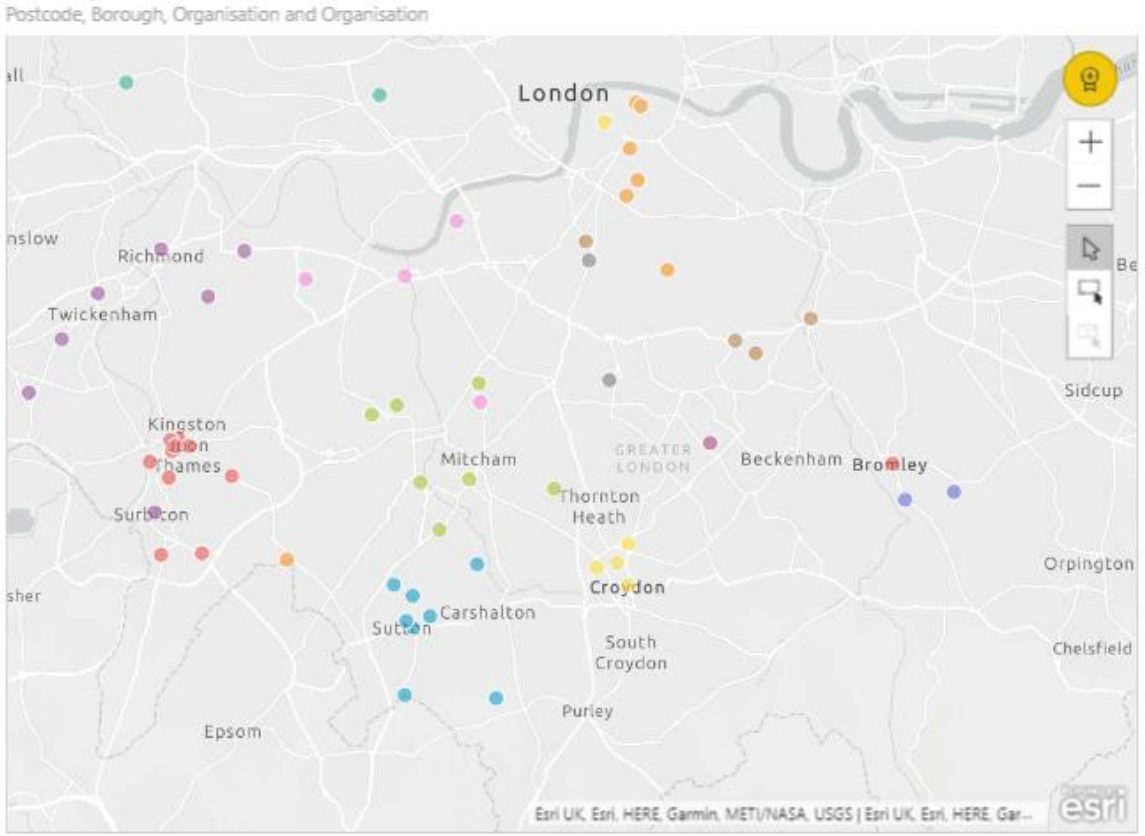
- Further info
- Cheat sheet download

Power BI

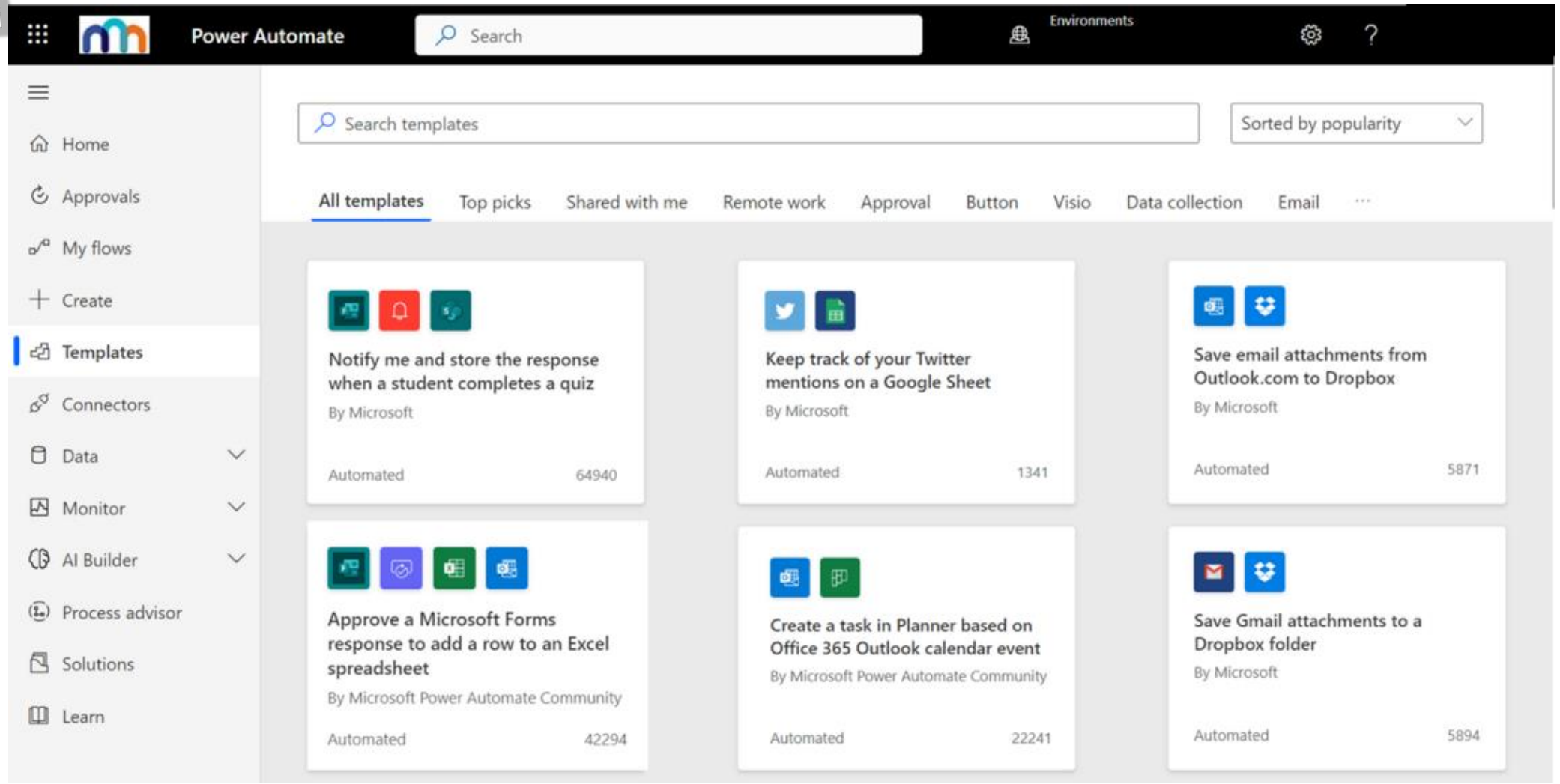
Data analysis & visualisation tool







Power Automate



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

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KATE WHITE

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@SuperhighwaysUK

#DigitalFoundations