

Microsoft 365 – sharing and collaboration

Course code: MSOFF365-1

Currently, many companies are addressing the increased demands on the remote cooperation of their employees. Whether because of the benefits of a home office or because of frequent business trips, employees must always be able to work together remotely, as if they were in the office together, all under the strict security rules of the GDPR. The solution for such companies can be Microsoft 365, which allows all this and much more. In this basic course, participants will be introduced to the Microsoft 365 online environment and we will show you its basic settings. Each course participant will learn to use Microsoft 365 for personal work and team collaboration, and will find out when it is appropriate to use the online variant and when the desktop variant of individual applications. In this course, we will focus on basic use, especially OneDrive and SharePoint cloud storage, we will point out the differences between desktop and web applications Excel, Word, Powerpoint, OneNote and Teams. Participants will learn to communicate with each other through Microsoft 365, share files and folders, collaborate on files in real time with selected people and groups.

Affiliate	Duration	Course price	ITB
Praha	1	3 300 Kč	0
Brno	1	3 300 Kč	0
Bratislava	1	140 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
21.10.2025	1	3 300 Kč	Presence	CZ/SK	GOPAS Brno
13.11.2025	1	140 €	Presence	CZ/SK	GOPAS Bratislava
04.12.2025	1	3 300 Kč	Presence	CZ/SK	GOPAS Praha
13.01.2026	1	3 300 Kč	Presence	CZ/SK	GOPAS Brno
04.02.2026	1	3 300 Kč	Presence	CZ/SK	GOPAS Praha
07.04.2026	1	3 300 Kč	Presence	CZ/SK	GOPAS Brno
20.04.2026	1	3 300 Kč	Presence	CZ/SK	GOPAS Praha
18.06.2026	1	3 300 Kč	Presence	CZ/SK	GOPAS Praha

The prices are without VAT.

Who is the course for

- The course is aimed at beginners who are just getting acquainted with the new Office 365 environment. The environment is new in many ways compared to the existing Microsoft Office suites, and at the same time the philosophy of work has changed due to the nature of work.

What we teach you

- We will teach you how to think in Office 365 and introduce new tools for effective use of Microsoft Office and associated online services for team collaboration, so that your work is efficient.
- If you already own an Office 365 license, we can help you with the basic settings of your profile.

Required skills

- Only basic knowledge of working with a PC is required to participate in the course. Your own purchased Office 365 license is not required!

Course Outline

Introduction to Office 365

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved

Microsoft 365 – sharing and collaboration

- Introduction
- Philosophy of use
- Availability
- Cooperation
- Sharing
- Independence
- Use of an Internet browser in the context of Office 365
- Basic settings for proper functionality

Cloud storage in general

- What is Cloud Storage?
- Advantages and disadvantages
- Safety
- Types of cloud storage and their properties

Work with OneDrive practically

- Sharing files or folders
- Document versions
- Working with the Recycle bin
- Options
- Synchronization and offline access to documents

Concurrent work on the same document

- Word, Excel, PowerPoint, OneNote

MS Teams

- Introduction to the application and its philosophy for practical use
- Using Web vs. Desktop Versions of MS Teams
- Activity monitoring
- Chat - communication (Skype replacement)
- Chat
- Audio, Video
- File sharing
- Screen or window sharing
- Transfer of control
- Team work
- Creating and organizing teams (basic settings and team options)
- The goal of channels
- Channel settings (tracking, moderation)
- Policies, tips and tricks for team conversation
- File sharing
- Relation to SharePoint
- Practical skills with SharePoint and differences against OneDrive
- Channel adjustment according to team needs
- Calendar - Schedule appointments
- Meeting settings
- Integration with MS Outlook
- Calls
- Speed dials
- Contacts
- History

GOPAS Praha

Kodáňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved

Microsoft 365 – sharing and collaboration

- Voice mail
- Files
- Last opened files
- Files in Teams
- Files for download
- Cloud storage control

Mobile application

- Presentation of possibilities
- How to download and install
- Practical help and demonstration of use

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved