

The logo for Fast Track Computer Training Ltd features a stylized blue swoosh that curves from the left towards the right, ending in a circular emblem with a compass rose design. The text 'FAST TRACK' is written in a large, bold, blue, italicized sans-serif font, with 'COMPUTER TRAINING LTD' in a smaller, blue, all-caps sans-serif font directly below it.

FAST TRACK
COMPUTER TRAINING LTD

CONFERENCE HANDOUT

MS 365 - THE BIGGER PICTURE

TAKE THE FAST TRACK ROUTE TO IT LEARNING

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Understanding the Purpose of Each Tool

Choosing the right tool starts with understanding what each one is designed to do. Microsoft 365 offers a wide range of apps, each built for specific types of work so you can match the tool to the task instead of forcing tasks into the wrong tool.

- **Use Word** - For structured documents, reports & formal writing
- **Use Excel** - For calculations, data tables, tracking & analysis
- **Use PowerPoint** - For presentations, visuals & storytelling

The Ecosystem

Microsoft 365 works as a connected environment where identity, access, and security support every tool you use. Instead of separate apps, everything is designed to move with you so your files, conversations, and tasks remain linked.

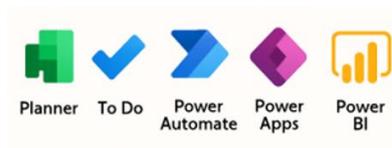
- **Identity + Access** - One sign in with consistent permissions
- **Security by design** - Protection stays with your content
- **Productivity tools** - Word, Excel, PowerPoint, Outlook for cloud-based co-authoring
- **Collaboration tools** - Teams, SharePoint, OneDrive for shared work
- **Loop** - Flexible shared content that updates live



Working Smarter Across Microsoft 365

Microsoft 365 brings your conversations, files, and tasks together so you can work in one place. Keeping shared work in shared spaces helps reduce duplication and keeps everyone aligned.

- **Work where the conversation is** - Teams as the hub
- **Keep team work in team spaces** - SharePoint for shared work, OneDrive for personal files
- Use links instead of attachments to improve clarity



Planning, Communication & Feedback

These tools help teams plan, gather input, and communicate clearly without complexity. Each tool is designed for quick, simple, and effective coordination.

- **Planner** - Simple team task boards
- **Forms** - Quick surveys and check ins
- **Sway** - Lightweight storytelling and updates

Automation, Data & AI

Automation and AI help reduce repetitive work and surface insights you can act on. By connecting processes across Microsoft 365, you can streamline tasks and use data more effectively.

- **Power Automate** - Moves work between apps and reduces manual effort
- **Power BI** - Turns data into shared insight
- **Copilot** - Supports summarising, drafting and transforming work

Connected Working - A Joined Up Example

A connected workflow shows how tasks, conversations, and files move smoothly across Microsoft 365. Each step fits together so teams keep momentum without switching tools.

- Request arrives in Teams
- Tasks organised in Planner
- Content created in OneDrive or SharePoint
- Notes and reviews added in Loop
- Shared or presented in Teams



Everyday Good Practices

Small behaviour changes help improve clarity and reduce friction. These habits make shared work easier and help everyone stay aligned.

- Share links instead of attachments
- Keep files, chats, and tasks together
- Make decisions visible in shared spaces
- Automate repetitive steps

Key Takeaways

Microsoft 365 is most effective when used as a connected ecosystem rather than separate apps. Bringing people, content, and processes together helps teams work more clearly and collaboratively.

- Think ecosystem, not apps
- Bring people, content, and process together
- Use small behaviour shifts to reduce friction
- Let Copilot and automation support repetitive work

Products and Tools Referenced

Word - Creates and edits documents for individual or shared work

Excel - Builds spreadsheets, calculations, and data models

PowerPoint - Creates presentations for sharing ideas and updates

Outlook - Manages email, calendars, and scheduling

Teams - Hub for meetings, chat, calls, and apps

SharePoint - Stores and manages shared team and department content

OneDrive - Stores personal work files and drafts

Loop - Provides live, flexible content that can be used across apps

Planner - Organises team tasks and lightweight planning

Forms - Collects surveys, feedback, and quick responses

Sway - Builds simple, visual storytelling pages

Power Automate - Automates workflows and repetitive tasks

Power BI - Creates reports and dashboards from data

Copilot - AI assistant that summarises, drafts, and transforms content across apps