Digital and artificial intelligence

Collaborative Tools: Microsoft 365 / Google Workspace

One day so that your teams work on the same documents instead of exchanging attachments. In your company's environment, Microsoft 365 or Google Workspace, participants organise file sharing, co-edit, hold useful online meetings, track tasks and set shared rules for filing and access rights.

Duration : 1 day

Objectives

1. Organise a team's shared storage space: folder structure, naming, access rights
2. Co-edit a document and follow versions and comments without creating duplicates
3. Prepare, run and follow up an online meeting: agenda, screen sharing, minutes
4. Track team tasks and exchanges in a common space rather than by email
5. Apply the rules for external sharing and account security

Programme

Day 1 — morning

• The building blocks of each environment: email, calendar, storage, documents, video conferencing, team spaces

• Personal or team storage: OneDrive and SharePoint, or Google Drive and shared drives

• Real-time co-editing, version history, comments and mentions

• Sharing a link rather than an attachment: read, comment and edit rights

Day 1 — afternoon (workshop)

• Online meetings with Teams or Google Meet: preparation, facilitation, minutes

• Team spaces, channels and shared task lists

• Sharing with customers and suppliers, two-factor authentication, personal devices

• Workshop: a collaborative working charter and the team's target folder structure; knowledge test

Teaching methods

• Hands-on work in your company's environment, with the participants' own accounts

• Practical scenario: a document prepared by several people in real time

• Reorganisation of a real shared folder of the team

• Practical guides for each tool handed to participants

• Session built on Microsoft 365 or on Google Workspace, depending on what you use

Assessment and documents

Knowledge test at the end of the day and end-of-course survey the next day. Each participant receives a numbered certificate that can be verified online; the company receives the training report and the collaborative working charter drafted in the workshop.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

The session covers a single environment, the one your company uses. For account and communication security, the half-day “Cybersecurity Awareness” is a useful complement to this course.

Practical information

Duration	1 day
Audience	All departments: managers, assistants, project teams, support functions
Prerequisites	No prerequisites; an active professional account for each participant
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Microsoft 365 or Google Workspace: do we have to choose?

Yes, the session is built on the environment your company already uses. The principles of sharing and co-editing are common, but the exercises are done in your own tools.

Do participants need an active account?

Yes. Everyone works with their professional account, which allows real team folders to be reorganised. We check the necessary rights with your IT department before the session.

Are the AI assistants built into these suites covered?

They are presented where they are activated in your environment. In-depth use is covered by the course “Generative AI: Understand, Master and Apply It to Your Job”.