Shifts – Get Started

Description

This course will provide students with the knowledge and skills to efficiently use Shifts (from within Teams) on a day-to-day basis.

Course Content

- Module 1: Open the Shifts app
- Module 2: Create a schedule, organize it with groups and add people
- Module 3: Fill out a schedule or import a schedule into Shifts
- Module 4: See a team schedule
- Module 5: Manage your shifts in Shifts
- Module 6: Clock in and out with Shifts and Time Clock

Lab / Exercises

- Practical exercises will be proposed during and/or at the end of each lesson

Documentation

- Digital courseware included

Participant profiles

- Anyone who is using or will use Microsoft 365
- Decision makers who are trying to understand the features and benefits of Microsoft 365 and how it can increase employee productivity

Prerequisites

- Working knowledge of Windows operating systems
- Working knowledge of Microsoft Office

Objectives

- Access Shifts (from within Teams)
- Use Shifts (from within Teams)

Niveau
Fondamental
Classroom Registration Price (CHF)
500
Virtual Classroom Registration Price (CHF)
475
Duration (in Days)
0.5
Reference
MSH