

1 DAY

MICROSOFT LOOP



Corporate IT Course

LEARNING OUTCOMES

- Understand Microsoft Loop and its role in enhancing collaboration within Microsoft 365.
- Create and organize Pages, Components, and Workspaces for effective teamwork.
- Manage permissions, integrate with Microsoft 365 apps, and use advanced features.
- Apply real-time collaboration strategies and best practices for project management.
- Gain hands-on experience through practical exercises in building and managing Loop content.

COURSE OVERVIEW

This one-day Microsoft Loop training provides a hands-on introduction to its core features, structured across four practical sessions, with an assessment and Q&A to reinforce learning. By the end of the course, participants will confidently use Microsoft Loop to enhance collaboration and streamline workflows. Basic familiarity with Microsoft 365 apps (Teams, Word, Excel, OneNote) is helpful but not required. The course is ideal for professionals, project managers, team leaders, and anyone looking to improve teamwork and productivity.

TOPICS COVERED IN THIS COURSE

Introduction to Microsoft Loop

Understand Loop's purpose, benefits, and how it enhances collaboration within Microsoft 365. Learn to navigate the platform and access basic settings.

Loop Pages

Create and organize flexible, shareable canvases; embed media and files; structure content for easy collaboration.

Loop Components

Explore types of components such as lists, tables, task lists, and voting; create, embed, and collaborate in real time across Microsoft 365 apps.

Creating and Managing Loop Pages

Learn to customize Pages, organise content, and ensure effective team collaboration.

Workspaces Overview

Set up Loop Workspaces, structure Pages and Components, manage permissions, and invite team members.

Advanced Loop Features

Use advanced components like voting tables, task lists, and progress trackers; integrate with Teams, Word, Outlook, and other Microsoft 365 apps.

Collaboration Strategies and Best Practices

Apply real-time editing, commenting, and organizational tips for managing complex projects efficiently.

Practical Activities

Participate in group challenges, collaborate on shared Loop Pages, and discuss best practices and usability feedback.