



Increase your productivity with user-friendly automation tools

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Trainer MS Office 365



Lizabeth KOLOKO-GREEN

- Bilingual Executive Assistant at an IT company
- 18 years experience as an EA
- Microsoft Office Specialist (MOS): Outlook 2016, PowerPoint 2016 & OneNote
- Computer Software Trainer: Outlook, OneNote, PowerPoint, Teams
- EA Ambassador

*« Knowledge increases by **sharing** but not by **saving**. »*

Kamari aka Lyrikal

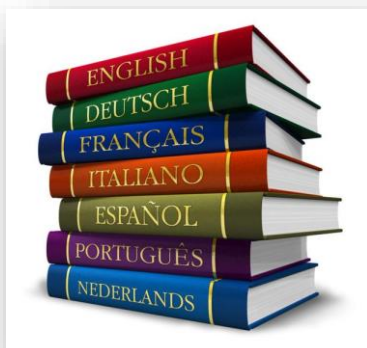
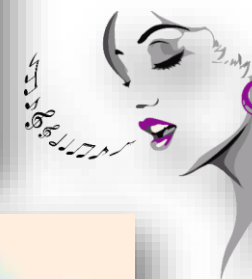
#AdminsNewWaysOfWorking



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#AdminsNewWaysOfWorking

“ I had a dream ... ”

Not Working less



Working better





Automation is the key



Agenda

Discover Automation tools

Personal productivity

Team's productivity

On Air

Prerequisites



- ▶ An Office 365 Subscription (E3 or E5).
- ▶ Microsoft 365 Apps Enterprise installed.
- ▶ You may have some limitations due to your IT dept restrictions and security / compliance.
- ▶ A few products may require a Premium account.

Microsoft Office Home

My account

←

→

↺

https://portal.office.com/account/?ref=MeControl#installs

☆

☆

InPrivate

Contoso Electronics

My account

🔔

⚙️

?

LK

My account

Personal info

Subscriptions

Security & privacy

App permissions

Apps & devices

Tools & add-ins

Apps & devices

Office

T

W

X

P

N

A

P

O

S

Language ⓘ

Version

English (United States) ▾

64-bit ▾

Install Office

DEVICES ▾

Skype for Business

Language

Version

Edition

English (United States) ▾

64-bit ▾

Skype for Business 2016 ▾

Install Skype

📱

Get Office on your phone or tablet

iOS

Android

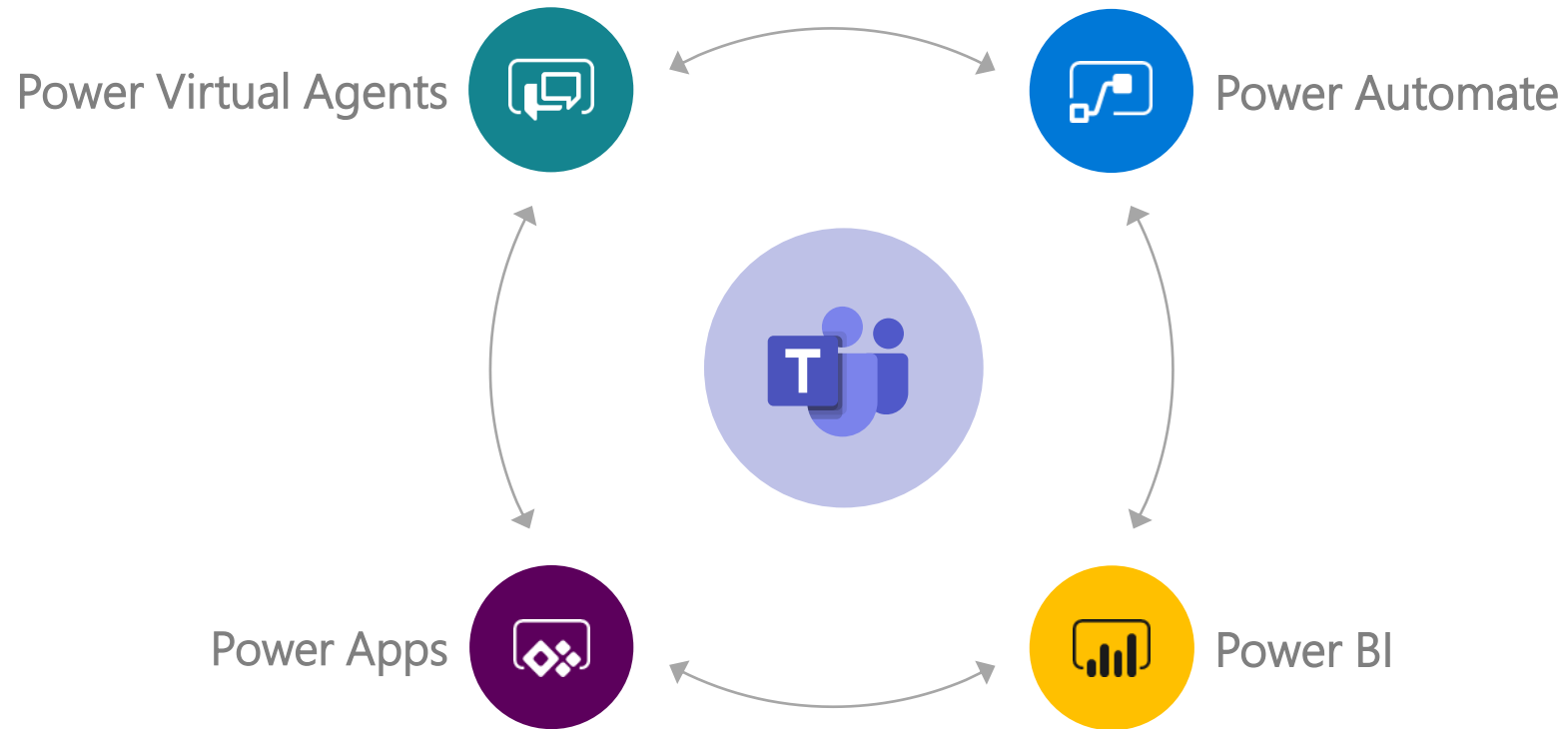
Windows

9

Which tools ?



Microsoft Power Platform: Build faster with low/no code tools



Other products I will use :

Retrieving data



Microsoft
Forms



Power Automate

Storing data



Microsoft
Lists



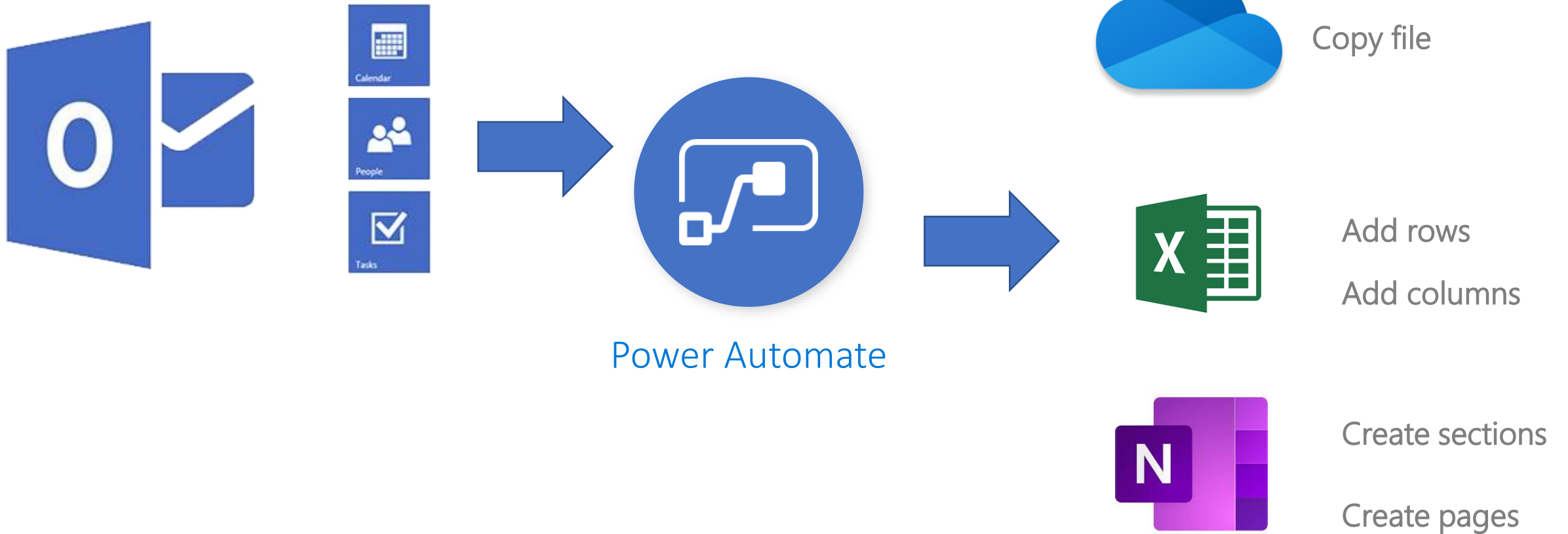
Sharepoint
list

Reporting data




Microsoft
Excel


Why Power Automate ?




How does it work ?


Automated

 When an email is flagged (V3)
Office 365 Outlook

 When a new section is created
OneNote (Business)



 When a file is deleted
SharePoint

Instant


 Manually trigger a flow
Flow button for mobile


Scheduled


Trigger


 Add an action
 Add a parallel branch


Action


 Update a row
Excel Online (Business)


 Add a key column to a table
Excel Online (Business)

 Add a row into a table
Excel Online (Business)

 Create table
Excel Online (Business)

 Send an email (V2)
Office 365 Outlook

 Delete contact (V2)
Office 365 Outlook

 Delete email (V2)
Office 365 Outlook

How are you feeling ?



A man with a beard and brown hair, wearing a red sweater, is laughing heartily with his eyes closed and mouth open. He is standing in front of a blue wall made of large, textured tiles. His hands are raised in a celebratory gesture, with fists clenched.

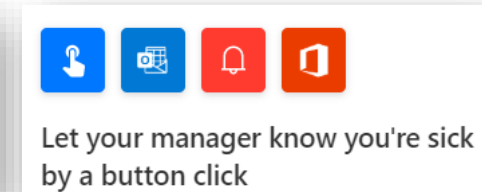
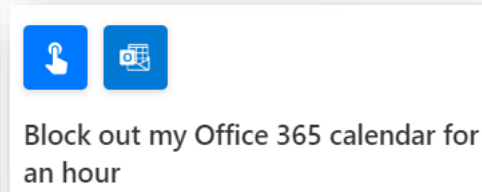
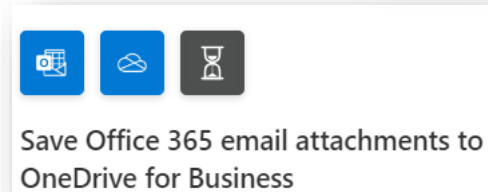
DEMO

A top-down view of a child with dark, curly hair sitting at a wooden table, coloring a worksheet. The worksheet features a drawing of three tulips (two pink, one red) and a small bird. The word 'HAPPY' is printed in large, outlined letters, with the child using a pink marker to fill in the letter 'H'. To the left of the worksheet, several colored markers are scattered on the table. The background is a wooden table with a natural grain.

**Increase my
personal
productivity**

3 scenarios

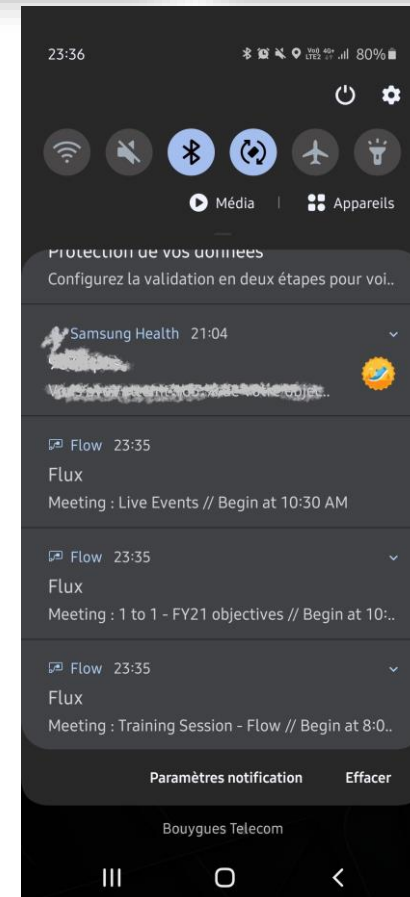
► Using template :



► From a Teams message => To Do

► From a Teams message => Remind me

► Get a summary of calendar events tomorrow



Increase your Team's productivity



First use case : get information from user (COVID)



Second use case : Onboarding



How are you feeling ?

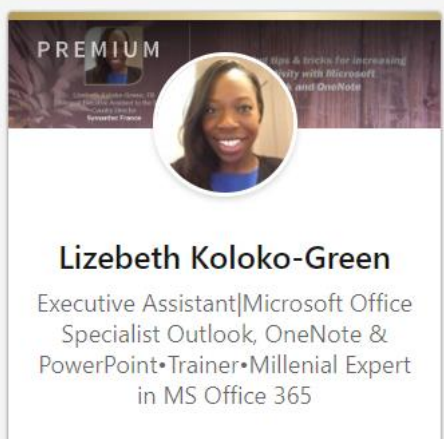


Let's stay connected



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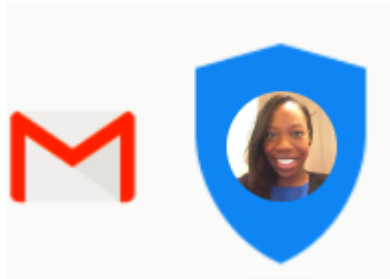
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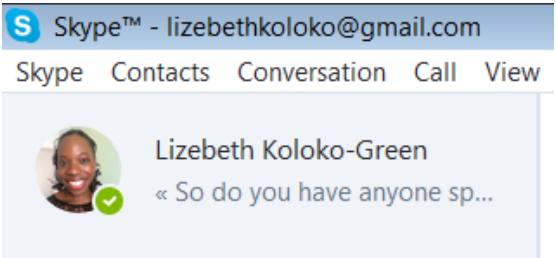
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- For more information, a quote or to book me, please use the contact form or the contact information below :
- <http://executivesecretary.com/speakers/lizebeth-koloko-green/>




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LIZEBETH KOLOKO- GREEN



BIO SPECIALITIES TESTIMONIALS MEDIA



IT TECHNOLOGY : OFFICE 365 (BASICS AND ADVANCED TRAINING) + USE CASES +
TIME SAVING TIPS & TRICKS FOR INCREASING PRODUCTIVITY

PRODUCTIVITY

BEING A TECH SAVVY ASSISTANT

MANAGEMENT ASSISTANT 4.0 - THE DIGITAL PORTFOLIO OF THE FUTURE
ASSISTANT

Thank you

*Stay well, stay safe
and keep a smile
on your face!*





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