

QESS Teacher Workshop

Start an engaging lecture / tutorial with Microsoft Teams + Microsoft 365 features

Date: 4 November 2021 (Thursday)

Time: 14:30 - 17:30

Venue: PolyU WK Campus IT Lab S1103
(Hybrid via Teams)

On-site quota: 25



Registration



Trainer

Mr Kelvin Lee

 Microsoft 365

Systems Engineer and Microsoft Certified Trainer
Infocan Computer (Hong Kong) Limited

The workshop will cover:

- Microsoft Teams new features introduction
- Engaging features in Microsoft Teams meeting (Whiteboard, together mode etc.)
- Teams Live events and webinars
- Real-time co-authoring documents
- Microsoft Forms (Word cloud, Poll/Quiz during meeting)
- Microsoft PowerPoint (Presenter Coach, Designer, Recording)

Should you have any question, please contact us at spbl@speed-polyu.edu.hk or 3746-0689.