



**Microsoft Partner**  
Gold Project and Portfolio Management  
Silver Collaboration and Content  
Silver Business Intelligence

# Office 365 Apps – Are You Up to Speed?

Presented by: Jenny Ward

# Agenda

**Introductions**

**PowerApps**

**Flow**

**Microsoft Stream**

**Sway**

**Microsoft Forms**

# Jennifer (Jenny) Ward



## Senior PPM Specialist

With a well-rounded, 20-year career in IT and a focus on service delivery, Jenny has grown adept at prioritizing the challenges her clients face and responding effectively. Most recently, she spent 7 years as SharePoint and Project Server Administrator for a global data and telephony company, a role in which she acted as both technical and operational director of a Project Management support team. Not only is Jenny comfortable with installation, maintenance, reporting, and end-user training, but also front-end site design and execution.



# Why PPM Works

- **Gold Microsoft Certified Partner** exclusively focused on **Microsoft Project, SharePoint, and Office 365**
- Some recent **Experience** includes Allergan, Medtronic, Plantronics, Shire, Synopsys and many more...



- We believe in **partnering** with you, **exceeding expectations** to build **long lasting success**.
- Our team's experience runs deep with Microsoft.
  - Over **225 Project Server implementations** and Trained **thousands** of students
  - Delivered **dozens** of Industry presentations (Microsoft Project Conference, Project Summit, PMI Conference)
  - Created **hundreds** of webcasts and blog articles
- We have contributed to the **new release of Microsoft Project and Project Server** for the past three cycles and share our expertise as volunteers for Microsoft, PMI, MPUG, and Project Summit.
- We **guarantee your success** and **our results** – we are not done until you are a satisfied client reference



# Why Clients Choose PPM Works

**Our Philosophy:** We believe in honesty, integrity, and dedication – our passion for success drives our team. PPM Works core values start with family and health first to provide the most for our clients.

- Quality of Services are unmatched
- Trusted Experience
- Listening comes 1<sup>st</sup>
- Proven Methodology and Templates
- Competitive Pricing



Thank you for the information share today! You are so knowledgeable and a gifted presenter/teacher.



Program Manager, UnitedHealth Group

I wish we would have found PPM Works a long time ago - you make Microsoft Project understandable for all



Large Boston-based Pharma Co, Director of Training

I've attended several industry webcasts, conference sessions, and vendor meeting – this week's MPUG webinar certificate series on Microsoft Project (Online, Server, and Professional) was by far the best and I found it very useful – thank you.



Sr. Project Manager Consultant, Large Legal Firm

# Goals of Today's Session

1. Learn about the functionality and capabilities of the following applications:
  - PowerApps
  - Flow
  - Stream
  - Sway
  - Forms
2. Be ready to dig into these apps yourself and get started!

A close-up photograph of a person's hands typing on a laptop keyboard. The person is wearing a green top and a gold bracelet. The background is blurred, showing an office environment with another person and a desk. A blue semi-transparent banner is overlaid at the bottom of the image.

# Office 365 Apps: Are You Up to Speed?

# PowerApps

## Microsoft Describes Power Apps as:

A service for building and using custom business apps that connect to your data and work across the web and mobile - without the time and expense of custom software development.



# PowerApps



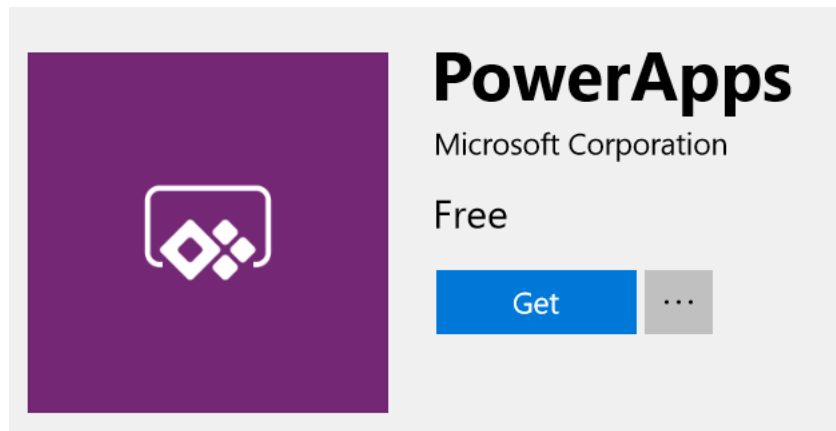
# PowerApps

## How to get it:

Similar to other Microsoft apps, PowerApps has a web-based location from which you can access the Apps: <https://powerapps.microsoft.com>

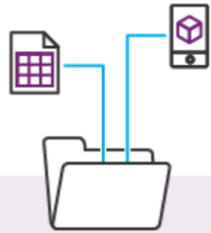
And a desktop app: PowerApps Studio, a Windows program that's available for free from the Microsoft Store.

<https://powerapps.microsoft.com/en-us/downloads/>



# PowerApps

For Office 365 and Dynamics 365



## Included

in select Office 365 and  
Dynamics 365 plans

PowerApps for Office 365 and Dynamics 365

Sign in

- ✓ Create and run custom business apps
- ✓ Extend the capabilities of Office 365 and Dynamics 365
- ✓ Automate your workflows with Microsoft Flow

For business users



## \$7

per user  
per month

PowerApps Plan 1

Free trial

Buy now

- ✓ Everything included with PowerApps for Office 365 and Dynamics 365
- ✓ Use apps that connect to an even wider range of data sources, with premium connectors
- ✓ Use apps built on the Common Data Service

For app makers and admins



## \$40

per user  
per month

PowerApps Plan 2

Free trial

Buy now

- ✓ Everything included with PowerApps Plan 1
- ✓ Model your data using the Common Data Service
- ✓ Create and manage instances of the Common Data Service
- ✓ Enterprise-grade administration of environments and user policies

# PowerApps

You can learn more about the Common Data Service here:

<https://docs.microsoft.com/en-us/powerapps/maker/common-data-service/data-platform-intro>

# Flow

## Microsoft Describes Flow as:

A cloud-based software tool that allows employees to create and automate workflows across multiple applications and services without the need for developer help. Automated workflows are called **flows**.



**Microsoft Flow**

# Flow

Flow has myriad available templates to get you started. Some examples:

- Track expenses
- Receive push notifications
  - Files added to SharePoint
  - Emails received from specific people
- Automatically save email attachments to specific locations
- Get daily news updates from CNN

# Stream

## Microsoft Describes Stream as:

A single destination for video management, with built-in intelligence, deep integration across Office 365 and the IT management and security capabilities that businesses of all sizes require. It gives individuals a destination to contribute, search and discover all their company videos.



## Microsoft Stream

Organizing videos with groups and channels

# Stream

- Content can be organized by Group and Channel
- Integrates with
  - Teams
  - SharePoint
  - OneNote
  - Yammer
- You have the ability to add captions and subtitles to your videos
- It will AUTOTRANSSCRIBE your video content

# Sway

## Microsoft Describes Sway as:

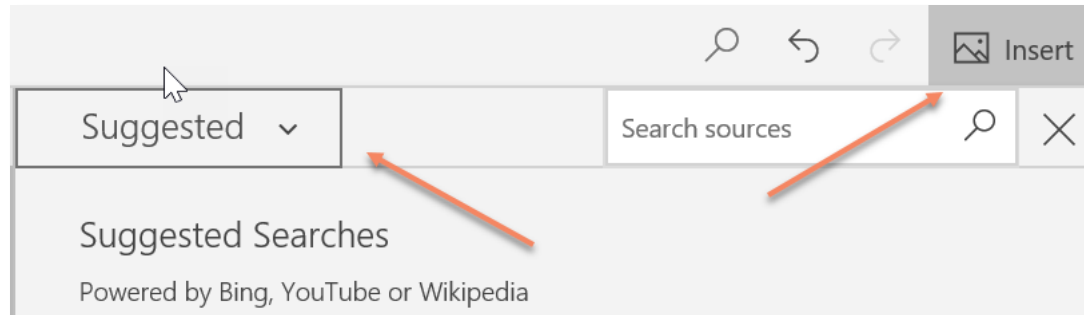
An easy-to-use digital storytelling app for creating interactive reports, presentations, personal stories and more. Its built-in design engine helps you create professional designs in minutes.





# Sway

- You can find content for your presentation right from within the application via the “Insert” button:



- Images are also searchable – so if you need a picture of a dinosaur, the internet is at your fingertips
- Much like PowerPoint, you can set animations and slide transitions

# Forms

## Microsoft Describes Forms as:

A tool that allows you to create surveys, quizzes, and polls, and easily see results as they come in. When you create a quiz or **form**, you can invite others to respond to it using any web browser, even on mobile devices.



Now you're ready!



# Where You Can Learn More

Power Apps: <https://docs.microsoft.com/en-us/powerapps/>

Flow: <https://docs.microsoft.com/en-us/flow/>

Stream: <https://docs.microsoft.com/en-us/stream/>

Staff Hub: <https://support.office.com/en-us/article/Getting-started-with-Microsoft-StaffHub-92e9480f-0a37-47d2-ac96-2d11ee5f0656>

Sway: <https://support.office.com/en-us/article/getting-started-with-sway-2076c468-63f4-4a89-ae5f-424796714a8a>

Forms: <https://support.office.com/en-us/forms>



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**Blog:** <http://blogs.ppmworks.com>

# Calls To Action

1. Start incorporating these techniques today
2. Check out our Blogs / webcasts
3. Get LinkedIn with me (Jenny Ward)
4. Send questions to [Info@ppmworks.com](mailto:Info@ppmworks.com)

# Contact Us

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