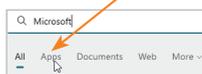
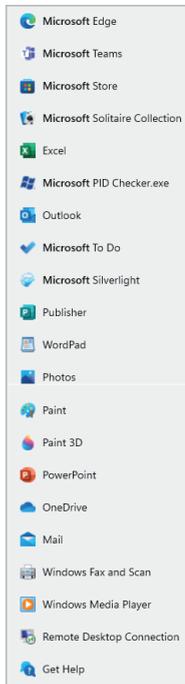




Many of the applications in Microsoft Office are provided by Microsoft itself. Click **Start**, type **Microsoft** and select **Apps**: to see the list



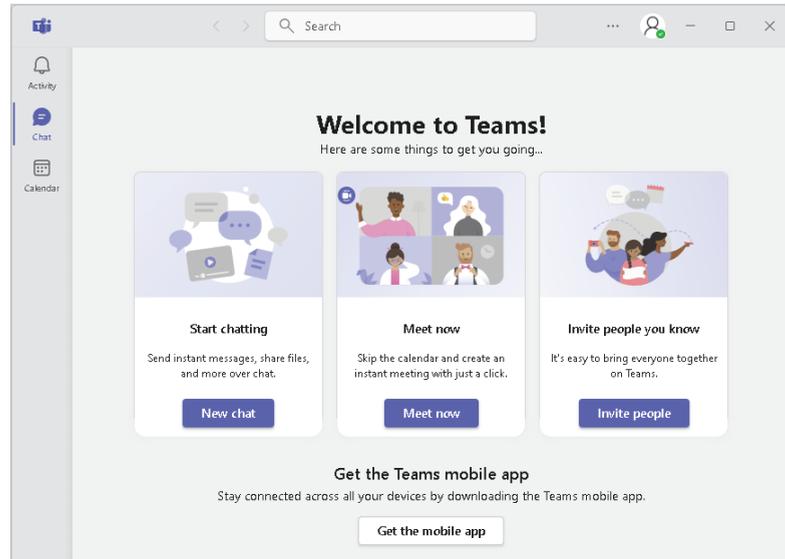
Apps for Microsoft 365 (and for Office 2021) will be shown.



Office applications from Microsoft also include Forms, Project and Visio, as described in the following pages.

Microsoft Teams

Microsoft Teams is a collaborative workspace within Microsoft 365/Office 365 that acts as a central hub for workplace conversations, collaborative teamwork, video chats and document sharing, aiding worker productivity in a unified suite of tools.



Launched in 2017, use of Teams rocketed with the switch to working from home and it has become the fastest growing business app that Microsoft has produced.

The features of Microsoft Teams include:

- Teams and channels
- Conversations within channels and teams
- Chat function
- Document storage in SharePoint
- Online video calling and screen sharing
- Online meetings
- Audio conferencing
- Full telephony

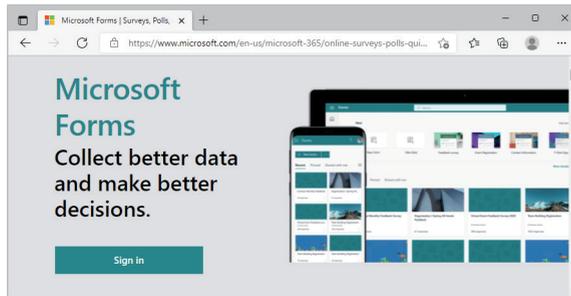
Online meetings can include anyone, from outside as well as inside the business. The feature also includes a scheduling aid, a note-taking app, file uploading and in-meeting chat messaging.

Note that the **Audio conferencing** and the **Full telephony** features require additional licensing.

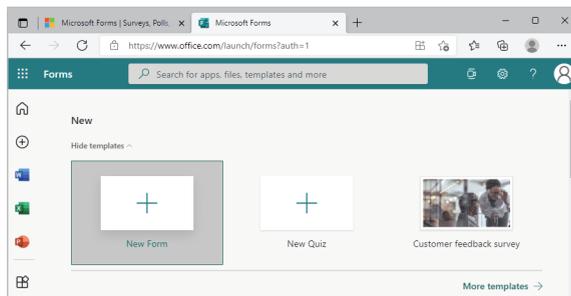
Microsoft Forms

To try the Microsoft Forms app for creating surveys and quizzes:

- 1 Open your browser and go to **forms.office.com**

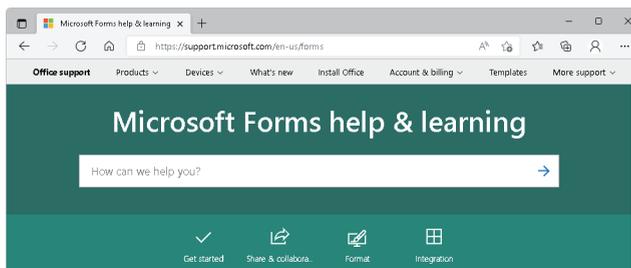


- 2 Click **Sign in** to invoke the online app, entering your Microsoft account user name and password, if prompted



- 3 Click **New Form** to enter questions and answers and build your sample form using the app.

- 4 For help and guidance in making your survey, quiz or poll, visit the website **support.office.com/en-us/forms**



In October 2018 Microsoft made this product available as a Public Preview for consumer users. There's no need to download anything; you do all the work at the website.



You can use this app to create up to 200 forms for surveys or quizzes, and each can receive up to 1,000 responses. Your respondents do not need to have Office installed on their systems.