PROJECT**PROFILE**

REINER**KELLER**

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06/2026 - 09/2026:

- Company in the field of "industry", part of a group with +12,000 employees, operating internationally.
- **Requirements analysis, design and implementation** of a **multi-stage approval process** for orders with **Microsoft Power Automate** and **Microsoft SharePoint Online** (engineering, assembly, order management, purchasing and a second purchasing review).
- **Modular flow architecture** with nine **cloud flows**, **HTTP triggers** and **JSON interfaces** between the flows as well as asynchronous processing.
- **Data modeling** with eight **SharePoint lists** for cases, approvals, an **audit trail** and the configuration of roles, escalation rules and email templates.
- **Approvals with mandatory justification** and targeted returns, **escalation** taking weekends into account and central **error handling**.
- Central **HTML email delivery** and deployment via **Power Platform solutions** (managed and unmanaged).
- **Design of a second expansion stage** with a shared **Microsoft Power Apps** canvas app.

01/2026 - PRESENT:

- Company in the field of "industry-specific SaaS solution" in the context of Microsoft Azure and other technologies.
- **Conception, development, and continuous enhancement** of a **cloud-based software solution** using **modern cloud technologies** (including **Microsoft Azure** and **Microsoft Azure SQL**) to map complex, data-driven business processes.
- **Technical conception and implementation** of a scalable system architecture, taking into account modern web technologies as well as service-oriented and **modular architectural approaches**.
- **Conception and development** of a proprietary **JSON-based schema** (PCD - Product Configuration Definition) for the structured representation of complex product configurations, variant logics, pricing structures, and bills of materials.
- **Derivation and technical implementation** of a configurator based on the developed PCD schema for the dynamic generation of configuration logics, calculations, and data structures.
- **Data modeling and structuring** of complex relational as well as semi-structured data models to support configuration and business logic.
- **Conception and creation of UI/UX mockups** for the visualization and further development of user interfaces as well as to support functional coordination.

- **Conception and preparation of integration and cooperation scenarios with external systems**, including interface considerations and data flow definitions.
- **Support of functional and technical coordination as well as continuous further development** of the solution, taking into account functional and architectural requirements.

12/2025 - 09/2026:

- Company in the field of "energy and cable industry", +10,000 employees across international locations.
- **Analysis, design, and support of the migration** of an existing application from **Microsoft Power Platform** and **Microsoft SharePoint Online** to a **Microsoft Azure**-based target architecture with **Microsoft Azure** and **Microsoft Azure SQL** as the central data and platform layer, taking into account existing functional requirements ("No functional change - only platform migration").
- **Functional and technical alignment** of the target architecture with internal stakeholders, particularly **IT**, **architecture**, and **security departments** in an international environment.
- **Creation of a comprehensive security concept** for the target architecture, taking into account **Zero Trust principles**, **role-based access control**, and centralized **authentication via Microsoft Entra ID**.
- **Design and elaboration** of an **external authentication model** for the secure integration of external users using **Microsoft Entra ID (B2B)**, **Microsoft Entra External ID (CIAM)**, as well as **Conditional Access** and **Multi-Factor Authentication**.
- **Definition and alignment of security requirements** in the context of external access, including network architecture with reverse proxy, private endpoints, and controlled access to Azure resources.
- **Analysis and evaluation** of existing **Microsoft SharePoint**-based **data architectures**, particularly in the context of complex list structures, high data volumes, and delegation-critical access patterns within existing **Microsoft Power Apps**.
- **Design and implementation** of a structured optimization strategy for **Microsoft SharePoint Online**, particularly to **improve performance, delegation, and scalability** through targeted indexing and configuration measures.
- **Definition and implementation** of a standardized indexing strategy for **Microsoft SharePoint** lists **to avoid threshold issues** and ensure stable data access within the Microsoft Power Platform.

- **Analysis and structuring** of existing data models as well as preparation of the transformation into relational target structures based on **Microsoft Azure SQL**.
- **Design of role and permission models based** on **Microsoft Entra ID**, including mapping of roles, groups, and context-based access.
- **Support in the migration** of existing **Microsoft SharePoint On-Premises** solutions to **Microsoft SharePoint Online** using **Microsoft Power Automate**, particularly for the structured transfer, transformation, and processing of data as well as the implementation of accompanying migration and automation processes.
- **Design and technical implementation** of a label app based on **Microsoft Power Apps**, **Microsoft Power Automate**, and **Microsoft SharePoint** for the structured generation and output (printing) of hazardous material labels, including HTML/CSS-based print layouts and precise positioning on physical label formats.

11/2025 - PRESENT:

- Company in the field of "metal processing and industrial manufacturing", +100 employees.
- **Consulting, conception and independent technical implementation** of a digital QS inspection plan management system based on the **Microsoft Power Platform**, in particular **Microsoft Power Apps (Canvas App)**, **Microsoft Power Automate**, as well as **Microsoft Azure SQL Server** and **Microsoft SharePoint**.
- **Analysis, structuring and transformation** of existing quality and inspection plan data, particularly based on the **Q-DAS** ASCII transfer format and **JSON** for further processing and integration into modern system architectures.
- **Conception and implementation** of a scalable, data-driven **application architecture** for managing, displaying and processing inspection plans, measurement characteristics and quality data in manufacturing.
- **UI/UX conception** and technical implementation of modern user interfaces for efficient data capture, navigation and evaluation within the application.
- **Technical implementation** of a user-friendly, responsive **Microsoft Power Apps** application (tablet/responsive design).
- **Development and implementation** of automated processes and workflows for data processing, validation and integration into existing system landscapes using **Microsoft Power Automate**.
- **Conception and implementation** of a role-based authorization model based on **Microsoft Entra ID** (Azure Active Directory), including assignment of security groups and control of access within the application.
- **Data modeling and structuring** of complex relational data structures.

- **Participation in professional coordination with internal stakeholders** as well as continuous further development of the solution, taking into account technical, organizational and process-related requirements.

08/2024 - 06/2025:

- A company in the automotive industry with +200,000 employees, currently the largest client.
- Consulting, preparation, and implementation of training materials and training concepts in the context of the **Microsoft Power Platform**, specifically covering **Microsoft Power Platform Fundamentals**, **Microsoft Power Automate Cloud**, **Microsoft Power Automate Desktop**, and **Microsoft Power Apps** - exclusively in English.
- Creation of a 122-page handbook titled "**Practical Approach to Creating a Power App from Scratch**" - exclusively in English.
- Planning and development of Q&A sessions focused on **Microsoft Power Automate** and "- exclusively in English.

01/2024 - 02/2024:

- Company in the field of "technologies for industry, infrastructure and mobility", +1,400 employees.
- Consulting as well as preparation and implementation of **training in the context of the Microsoft Power Platform**.

11/2023 - 11/2023:

- Company in the field of "production of lubricants", +5,000 employees, international sales.
- Consulting as well as preparation and implementation of **training in the context of the Microsoft Power Platform**.

09/2023 - 10/2023:

- Company in the field of "waste disposal, container service and separator maintenance", small to medium-sized company, regional.
- **On-site analysis** of where processes can be digitized and automated with **Microsoft 365** and the **Microsoft Power Platform**.
- **Consulting** on the application for a voucher from a **funding program for innovation and digitalization** for small and medium-sized companies.

07/2023 - 07/2023:

- Company in the field of "facade construction (metal)", approx. 300 employees, group with approx. 500 employees and several production sites.
- **Analysis** of existing **Microsoft Power Apps** (canvas apps) on tablets for production and shipping with **Microsoft SharePoint** lists as the data source.
- **Recommendations** on **performance**, **data integrity**, **usability** and the unambiguous assignment of **ERP data**.

06/2023 - 06/2023:

- Company in the field of "sun protection", +5,000 employees, international sales.
- Consulting, education, and training as well as technical support and implementation of applications in the context of **Microsoft SharePoint**, **Microsoft Power Platform**, **Microsoft Power Automate** and **Microsoft Power Apps**.

06/2023 - 06/2023:

- Company in the field of "consulting and software development service providers in the Microsoft 365 area", +10 employees.
- Advice as well as preparation and implementation of training courses in the context of the **Microsoft Power Platform**, in particular on **Microsoft SharePoint Online**, **Microsoft Power Platform Adaptation Framework**, **Microsoft Dataverse**, **Microsoft Power Automate**, **Microsoft Power Apps**, **Microsoft Power Platform licensing**, **Microsoft Power Platform training and education resources** including **Microsoft Power Platform certification**.

06/2023 - 06/2023:

- Company in the field of "services for all topics of information technology", +50 employees.
- Preparation and implementation of **webinars/seminars** in the context of the **Microsoft Power Platform**

04/2023 - 05/2023:

- Company in the field of "Engineering and IT service providers", +8,500 employees.
- Advice on and implementation of projects in the context of the **Microsoft Power Platform**.

12/2022 - 12/2022:

- Company in the field of "production and development of gears and drive elements", +70 employees.
- Consulting, education, and training in the area of **Microsoft 365**, in particular **Microsoft Power Platform** and **Microsoft Power Automate**.

12/2022:

- Company in the field of "environmental services for the private and commercial sector".
- Consulting, education, training as well as technical support and technical implementation in the context of **Microsoft SharePoint**, **Microsoft Power Platform**, **Microsoft Power Automate** and **Microsoft Power Apps**.
- Economical, technical digitization and automation of analogue business processes.

12/2022 - 12/2022:

- Company in the field of "electrical engineering, electronics and automation", +20,000 employees, international sales.
- Consulting, education, training, and technical support in the context of **Microsoft SharePoint**, **Microsoft Power Platform**, **Microsoft Power Automate** and **Microsoft Power Apps**.

12/2022 - 08/2024:

- Company in the field of "social work and care", +2,000 employees, international recognition and presence.
- Consulting, conception and independent technical implementation of analogue business/approval processes based on **Microsoft Word**, **Microsoft SharePoint**, **Microsoft Power Automate** and **Microsoft Power Apps.**
- Digitization and automation of the analogue business trip application and the analogue travel expense report based on **Microsoft SharePoint**, **Microsoft Power Apps** and **Microsoft Power Automate**.
- Employee education/training in the area of **Microsoft 365**, in particular **Microsoft SharePoint** and **Microsoft Lists**.

12/2022 - 12/2022:

- Company in the field of "information technology and digitalization", head office in Cologne.

- Consulting, education, training and independent technical implementation of digitalization and automation projects based on **Microsoft 365**, **Microsoft Office 365** and **Microsoft Power Platform**.

04/2022 - PRESENT:

- Company from the "automotive" sector, +3,000 employees, international sales at +20 locations.
- Consulting in the area of **Microsoft 365**, in particular **Microsoft SharePoint/Lists, Microsoft Planner** and **Microsoft Power Platform**.
- Process modernization, process digitization and automation of various analogue/paper-based processes such as internal requirements management system or employee training management system based on **Microsoft SharePoint/Lists, Microsoft Planner** and **Microsoft Power Automate (approval workflows)** and **Microsoft Power Apps (user interface)**.
- Process digitization and automation of a hybrid HR database (consisting of an on-premises HR system and Azure Active Directory employee data) based on **Microsoft SharePoint/Lists** and **Microsoft Power Automate**.
- Design, creation and process-based dynamic integration of a company-wide authorization concept based on **Azure Active Directory**.

04/2022 - 04/2023:

- Company in the field of "energy supplier", +7,500 employees at +40 locations, international sales.
- Advice, conception and creation of a training concept (in German and English) for the introduction of digital signature processes based on **Adobe Acrobat Sign**.
- Advice, conception and creation of training documents (in German and English) based on **Microsoft Power Point** and **Adobe PDF**.
- Consulting, conception and creation of training videos (in German and English) based on **TechSmith Camtasia**.
- Training of employees (in German and English) to introduce digital signature processes in the company (simple electronic signature (EES), advanced electronic signature (FES), qualified electronic signature (QES)) based on **Adobe Acrobat Sign**, **Intesi Group** S.p.A. and **D-Trust** GmbH (Bundesdruckerei Gruppe GmbH) via **Microsoft Teams**.
- Creation and implementation of training surveys (in German and English) based on **Microsoft Customer Voice** to evaluate and evaluate the quality of the training.
- Conducting a digital employee consultation hour for questions and answers on training topics via **Microsoft Teams**.

04/2022 - 04/2022:

- Company in the field of "manufacturers of synthetic resin systems", +500 employees, locations in +30 countries.
- Advice, education, training and technical support for the migration of analogue process workflows such as IT user applications, IT software applications, IT hardware applications, material delivery, catering and company restaurant reservations, etc. towards the **Microsoft Power Platform** based on **Microsoft Power Automate**.

02/2022 - PRESENT:

- Company in the field of "sales of heaters", +50 employees, 4 locations in Germany.
- Introduction of **Microsoft SharePoint** as a collaborative data store and **Microsoft Lists** as a (initially cost-neutral) central user interface for administration.
- Introduction of **Microsoft Power Automate** as the central automation platform.
- Creation of a data migration strategy from customer CRM, Excel and Google spreadsheets (customer, employee and order data) to **Microsoft SharePoint** - against the background of future possible/necessary scaling towards **Microsoft Dataverse** and **Microsoft Power Apps**.
- Process digitization and order status-based automation of central order data processing with **Microsoft Power Automate** (Cloud Flow).
- Process modernization and digitalization of order processing with **Microsoft Teams**, **Microsoft Outlook** and **Microsoft Planner**.
- Automate customer data processing between customer CRM and **Microsoft Power Platform** using **Microsoft Power Automate** (Cloud Flow) and **SOAP API**.
- Automation of invoice processing with **Microsoft Power Automate** (Cloud Flow) and **sevDesk REST API**.
- Automation of the creation of quotes and order confirmations using **Microsoft Power Automate** and **Adobe Acrobat Sign**.

- Design and implementation of lead and customer management, as well as order data processing, based on the **Microsoft Power Platform** and **Microsoft Power Apps** (Canvas App).
- Conception and implementation of order data processing based on the **Microsoft Power Platform** and **Microsoft Power Apps** (Canvas App).
- **Employee education/training** in the area of **Microsoft 365**, in particular **Microsoft SharePoint** and **Microsoft Lists**.

01/2022 - 12/2023:

- Company in the field of "IT service provider digital transformation", +2,200 employees at +5 locations in Germany.
- Customer consulting, education and training in the area of **Microsoft 365**, **Microsoft Office 365** and **Microsoft Power Platform**.

01/2022 - 12/2023:

- Company in the field of "international airport operations", +2,000 employees at +100 locations in +30 countries.
- Education, training, workshops and consultation hours (German/English) in the area of **Microsoft 365**, **Microsoft SharePoint** (libraries and lists) and **Microsoft Power Platform** (in particular Power Apps and Power Automate Cloud Flows).

08/2021 - 10/2022:

- Company in the field of "manufacturers of bathroom fittings", +50 employees in international sales.
- Introduction and development of a **Data Warehouse** (DWH) based on **Microsoft technologies**, in particular migration of a Synology and Microsoft Excel database to **Microsoft OneDrive for Business** and **Microsoft SharePoint**, **Microsoft Dynamics 365**, **Microsoft Dataverse** / Common Data Service (CDS).
- Introduction of **Microsoft OneDrive for Business** and **Microsoft SharePoint** as central file and document storage, especially for business data, business logic and documentation.
- Introduction of and education/training in **Microsoft Power Automate** (Cloud Flow and Desktop Flow) as a central automation platform.
- Automation and optimization of business processes in the form of **Cloud-RPA** (unattended) with **Microsoft SharePoint**, **Microsoft Planner** and **Microsoft**

Power Automate, in particular for managing and synchronizing business data/files with the website (**automated data transfer SharePoint > FTP**).

- Automation and optimization of marketing-relevant business processes in the form of **Desktop RPA** (attended) with **Microsoft Power Automate Desktop** and **Microsoft Power BI**, in particular for the collection, visualization and evaluation of online insights from social media and search engines.
- Creation of an **Online-Audit** to identify optimization potential with a view to increasing reputation in online media (SEO and social media) as well as advice and support for the technical/content implementation.
- Consulting and conception of the website migration from "native PHP" to **Microsoft Dynamics 365 Commerce** and **Microsoft Dynamics 365 Marketing**.
- Consulting and conception of the implementation of **Google Analytics** and **Microsoft Clarity** via **Google Tag Manager** for data visualization and data analysis with **Microsoft Power BI**.
- Beratung und Unterstützung bei der Realisierung eines **DSGVO-konformen Online-Datenschutzniveaus**.
- Consulting and support in realizing a **GDPR-compliant level of online data protection**.
- **Employee education/training** in the area of the **Microsoft Power Platform**, in particular **Microsoft Dataverse** / Common Data Service (CDS) and model-driven apps.

01/2019 - 03/2022:

- Company in the field of "ultra-fresh food distribution", +4,5000 employees at +2,500 locations in 7 countries.
- Introduction and development of a **Data Warehouse** (DWH) based on Microsoft technologies, in particular migration of a Microsoft Excel database to **Microsoft Dynamics 365** and **Microsoft Dataverse** / Common Data Service (CDS).
- Introduction and RPA-supported maintenance of **Microsoft Outlook** calendars as accompanying and supporting software for location and location data management.
- Introduction of **Microsoft OneDrive for Business** and **Microsoft SharePoint** as central file and document storage, especially for business data, business logic and documentation.
- Introduction of **Microsoft Customer Voice** as a central platform for collecting (Microsoft Forms), processing (Microsoft Power Automate) and evaluating (Microsoft Power BI) customer feedback.

- Introduction of **Microsoft Power Apps** (model-driven and canvas apps) as a central data processing platform.
- Creation of various model-driven **Microsoft Power Apps** for site management.
- Creation of a **Microsoft Power Apps** Canvas App for QM/QS-management at locations.
- Introduction of **Microsoft Power Automate** (Cloud Flow and Desktop Flow) as the central automation platform.
- Partially automated synchronization of data from +1,000 locations as custom maps in **Google Maps**.
- Partially automated synchronization of location data against +1,000 local business directory entries in **Google My Business**, **Bing Places for Business** and **Facebook Locations**.
- Automation and optimization of business processes relevant to sales in the form of Cloud-RPA (unattended) with **Microsoft Power Automate** (+200 flows) as well as **Microsoft Web-API** and **Microsoft Graph-API**, in particular for handling multilingual online ordering processes (interfaces/ API initiated via company website).
- Introduction and implementation of a delivery service based on the **Microsoft Power Platform**, in particular the components Microsoft Dataverse / Common Data Service (CDS), **Microsoft Power Apps**, **Microsoft Power Automate** (e.g. for automated invoicing and ERP-support).
- Accompaniment and support of agencies via GitLab in the implementation of the automated online ordering process and the delivery service based on the **Microsoft Web API**.
- Automation and optimization of marketing-based business processes in the form of Desktop-RPA (attended) with **Microsoft Power Automate Desktop**, in particular for the publication and evaluation of social media posts at +1,000 **Google My Business** locations.
- Creation of an online audit to identify optimization potential with a view to increasing the reputation in online media (website technical/content, SEO and social media) as well as advice and support with implementation.
- Organization and implementation of workshops on marketing-related topics.
- Advice and support in realizing a GDPR-compliant level of online data protection.
- Advice and support with/the website migration from **TYPO3** to **WordPress** (with international instances).
- Advice, support and employee training in the field of social media management (Facebook/Instagram, business manager, advertising manager, advertising campaigns).

- Employee education/training in the area of the **Microsoft Power Platform**, in particular **Microsoft Dataverse** / Common Data Service (CDS) and model-driven apps.

01/2022 - 02/2022:

- Company in the field of "chemical industry", +1,000 employees at +100 locations in +20 countries.
- Advice and support in creating a migration strategy for data and applications from **Lotus Notes** towards **Microsoft 365**, **Microsoft SharePoint** and **Microsoft Power Platform**.
- Education and training in the area of **Microsoft 365**, **Microsoft SharePoint** and **Microsoft Power Platform** (licenses, Dataverse for teams, Power Apps for teams, Power Automate for teams, Dataverse, Power Apps, Power Automate, Power Virtual Agents, Portals).

01/2022 - 02/2022:

- Company from the "packaging industry" sector, +20 employees at one location in Germany.
- Consulting and technical support in the area of **Microsoft 365**, **Microsoft SharePoint** and **Microsoft Power Platform** especially **Power Apps**.

11/2021 - 12/2021:

- Company from the "sun protection" sector, +300 employees at one location in Germany, international sales.
- Introduction of **Microsoft Power Automate** (Cloud Flow and Desktop Flow) as the central automation platform.
- Automation and optimization of business processes (invoice processing) in the form of Cloud-RPA (unattended) with **Microsoft Power Automate** (Cloud Flow and Desktop Flow), **Microsoft AI Builder** and **Microsoft Dynamics 365 Business Centra**l (Dynamics NAV - Navision).
- Creation of a solution based on **Microsoft SharePoint** (asynchronous) that displays the **Microsoft Teams** activity/availability status of all employees from the **Azure Active Directory** in a "real-time" list, using a **Microsoft Azure** enterprise application, **Microsoft Power Automate** (Delegated and webhook) as well as the **Microsoft Graph API** (Active Directory and User Presence Status subscription).
- Creation of a **Microsoft Power BI** dashboard (real-time), which collects the **Microsoft Teams** activity/availability status of all employees from the **Azure**

Active Directory in a streaming dataset, using a **Microsoft Azure** enterprise application, **Microsoft Power Automate** (Delegated and Webhook), **Microsoft Graph API** (Active Directory and User Presence Status Subscription) and **the Microsoft Power BI API**.

- Creation of a solution based on **Microsoft SharePoint** (asynchronous), **Microsoft Power Automate**, **Microsoft Graph API** and the **Philips hue API**, which uses the **Philips hue Bridge** to send the **Microsoft Teams** activity/availability status of a user from the **Microsoft Azure Directory** to a **Philips light** that can display the status in color.
- Employee education/training in the area of **the Microsoft Power Platform**, in particular **Microsoft Dataverse** / Common Data Service (CDS) and **Power Apps**.

01/2021 - 04/2021:

- Company in the field of "finance", +20 employees in Germany.
- Consulting, design and technical implementation of financial product landing pages based on WordPress with connection of form data to the **Microsoft Power Platform** including automated processing using **Microsoft Power Automate**.
- Advice, conception and technical implementation/automation of pre-contract, contract and signature processes using **Microsoft Power Automate** and **Adobe Acrobat Sign**.

04/2019 - 04/2019:

- "Compression products manufacturer" company, +200 employees, worldwide sales.
- Training in Switzerland and Germany, including the following topics:
    - **Microsoft 365** (general, update service, patch Tuesday, roadmap and feature rollouts).
    - **Microsoft Windows 10** (Facts, Keyboard Shortcuts, Activity Monitor, Timeline, Notification Assist, Environment Sharing, Projecting, Mobility Center, Ink Workspace, Tips & Tricks, Hands-on Labs).
    - **Microsoft Office 365** (adaptation to personal preferences, intelligent services, add-ins, elicit creativity, work unleashed, work naturally with pen, touch and voice, create content with intelligent services, in-app search for information, visualize on new way, teamwork across any platform/device, improving work habits).

- **Microsoft Word** (Take the Tour, Title Bar, Smart Services, Smart Search, Dictation, Read Aloud, Translator, Thesaurus, Acronyms, @Mentions, Tips and Tricks, Practice)
- **Microsoft Excel** (Take a Tour, Title Bar, Smart Office Services, Smart Search, Time Saving Features, Flash Preview, Chart Types (Map and Funnel Chart), Share Documents with Permission, Tips and Tricks, Hands-on Exercises).
- **Microsoft PowerPoint** (take a tour, title bar, intelligent office services, zoom, designer, morph, photos and images (also crop), graphics, pictograms, 3D models, laser pointers, tips and tricks, practical exercises).
- **Microsoft OneNote** (navigation and search, notebook, page, subpage, sections, section and page outline, page templates, categorization, internal linking, insert media, draw, revise with highlighter or pen, send to OneNote, tips and tricks, hands-on exercises).
- **Microsoft Teams** (Team, Channel, Tab, Command Panel, Status Bar, Notifications, Delegates, Communicate through Chat, Meetings, Calls, Chat with T-Bot, Meet Instantly, @Mentions, Tips and Tricks, Hands-on Labs).
- **Microsoft Outlook E-Mail** (e-mail views, focused inbox, notification settings, conditional formatting, @mentions, quick steps, quick parts, delayed sending, recalling sent e-mails, search folders, editing the subject line of an e-mail later, saving an e-mail -Mail in OneNote, tips and tricks, practical exercises).
- **Microsoft Outlook Calendar** (calendar views, overlay calendars, share calendars, plan meetings, plan meetings with time zones, FindTime for making appointments with external participants, practical exercises, tips and tricks, practical exercises).
- **Microsoft Outlook Tasks** (task view, create task from e-mail, assign task to another person, tips and tricks, practical exercises).
- **Microsoft To-Do** (Design/Customization, To-Do Lists, My Day, Important, Scheduled, Flagged Email, Search, Tips and Tricks, Hands-on Exercises).
- **Microsoft Planner** (Planner Hub, bucket usage, task, my tasks, charts, schedule, members, filters, grouping, add plan to Outlook, integration with teams, tips and tricks, hands-on exercises).
- **Microsoft OneDrive for Business** (OneDrive for Business versus SharePoint, storing and sharing files, synchronizing with local computer, file recovery, integration into teams, hands-on exercises).

- **Microsoft SharePoint** (SharePoint versus OneDrive for Business, conversations, libraries, search and find, following and notifications, site workflows, integration with teams).
- **Microsoft Delve** (viewing and updating your own profile, networking and collaborating in Delve, finding people and information, grouping and sharing documents, tips and tricks, hands-on exercises).
- **Microsoft Bookings** (home page, calendar, booking page, customers, staff, services, business information, tips and tricks, hands-on exercises).
- **Microsoft Power Apps** (brief introduction, low-code examples, creating a Power App, activating Power Apps in a SharePoint list, using the Power Apps web part).
- **Microsoft Power Automate** (brief introduction, explanation of LowCode, creation and execution of a Power Automate Flow).
- **Microsoft Forms Pro** (polls/polls, multilingualism, quizzes, design, sharing, analysis, tips and tricks, hands-on exercises).
- **Microsoft Lens** (installation and operation, tips and tricks, practical exercises).
- **Whiteboard** (installation and operation, tips and tricks, practical exercises).