Core Microsoft Office 365

Advance your Career with Microsoft's Productivity Suite

The " Core Microsoft Office 365" course is an introductory program designed to rapidly equip users with the foundational skills needed to navigate and utilize Microsoft 365 (formerly known as Microsoft Office) applications effectively. This 8-hour course covers all the basics from understanding the MS365 ecosystem to working with core applications like Word, Excel, PowerPoint, and Outlook. Participants will learn to collaborate using Teams and OneDrive, manage documents in the cloud, create professional presentations, and communicate effectively across the platform, setting the stage for more advanced MS365 functionalities.

What will trainees learn?

- Introduction to MS365 Interface and Navigation
- Creating and Editing Documents in Word
- Basic Spreadsheet Functions in Excel
- Building Presentations with PowerPoint

- Email Management and Calendar in Outlook
- Collaboration Tools with Microsoft Teams
- Cloud Storage and File Sharing with OneDrive
- Integration Between MS365 Application

How will this training benefit your company and employees?

Participants will start by understanding the MS365 ecosystem and basic application navigation, progressing to more complex tasks such as creating professional documents and managing collaborative workflows. They will gain skills in using integrated applications to streamline their work processes and enhance team communication. Additionally, the course will cover essential collaboration techniques like file sharing, real-time editing, and video conferencing through Teams. Trainees will also learn to leverage cloud storage and cross-application integration to maximize productivity and efficiency. By the end of this course, participants will be well-prepared to use MS365 effectively for enhanced workplace collaboration and productivity.

Training is recommended to be deployed in 4- or 8-hour blocks for 8 Hours Total Training.

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