



Professional Microsoft Office 365

Available In:

- ☒ English
- ☐ Spanish
- ☒ Virtual

Take your Microsoft Skills to the Next Level

The "Professional Microsoft Office 365" course is an intermediate program designed to rapidly equip users with developed skills needed to maximize efficiency and collaboration within Microsoft 365 applications. This 8-hour online course covers developed features from useful Excel functions to professional PowerPoint design and effective Teams collaboration. Participants will learn to create polished documents, utilize developed Excel tools for data management, enhance email organization, implement efficient collaboration workflows, and leverage integration features across applications, setting the stage for expert-level MS365 functionalities.

What will trainees learn?

- Developed Excel Functions and Formatting Techniques
- PowerPoint Design and Developed Layout Features
- Outlook Rules, Signatures, and Developed Email Organization
- Developed Teams Channel Usage and File Collaboration
- Developed OneDrive Sharing and Synchronization
- Professional Document Creation and Template Usage
- Cross-Application Integration and Developed Collaboration Features
- Time-Saving Shortcuts and Developed Productivity Workflows

How will this training benefit your company and employees?

Participants will start by mastering developed features within each MS365 application, progressing to creating professional-quality documents and managing efficient collaborative workflows. They will gain skills in using developed Excel functions for data organization, creating polished PowerPoint presentations, and implementing developed email management techniques to reduce time spent on routine tasks. Additionally, the course will cover developed collaboration strategies including effective Teams usage, professional file sharing practices, and cross-application integration for seamless workflows. Trainees will also learn to optimize productivity settings and create professional templates for consistent organizational branding.

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



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