



# MICROSOFT 365 TRAINING

Course Outline 2024

Price: \$2300

## SIX MODULES

1. INTRODUCTION TO MICROSOFT 365
2. MASTERING MICROSOFT WORD
3. EXCEL ESSENTIALS
4. POWERPOINT FOR PROFESSIONALS
5. OUTLOOK COMPREHENSIVE
6. COLLABORATING WITH TEAMS
7. UTILIZING ONEDRIVE AND SHAREPOINT
8. ONENOTE FOR NOTE-TAKING
9. SECURITY AND COMPLIANCE
10. ADVANCED TOPICS

## SUBCATEGORIES

1. **Overview and Setup** - Introduction to features and setting up user accounts.
2. **Navigation** - Exploring the admin center and user customization.
3. **Document Management** - Basics of document creation, using templates, and collaboration tools.
4. **Spreadsheet Skills** - Fundamental operations, using formulas, and performing data analysis.
5. **Presentation Development** - Slide design, content management, and integrating multimedia.

# MICROSOFT 365 TRAINING

Course Outline 2024

6. **Email and Calendar** - Email setup, calendar management, and task tracking.

7. **Using Teams** - Team setup, communication, and file collaboration.

8. **File Management and Site Building** - Effective use of OneDrive for storage and SharePoint for site management.

9. **Notebook Management** - Creating and sharing notebooks, integrating with Microsoft 365.

10. **Security and Compliance Settings** - Configuring security features and compliance settings.

11. **Automation and Analytics** - Using Power Automate for workflows and Power BI for data visualization.

12. **Project and Evaluation** - Practical application project and a comprehensive final assessment.