



MICROSOFT OFFICE 365

Description:

Microsoft Office 365 empowers you to stay productive and connected in today's fast-paced, mobile world. Access your tools and files from anywhere across your devices, collaborate seamlessly on documents, and use business-class email through Outlook. With cloud-powered Office applications, you always have the latest updates, enhanced accessibility features, new charts and graphs, Office Insights, and tools to manage your inbox and contacts more effectively. Learn how to maximize the latest features in Word, Excel, PowerPoint, and Outlook to create a more efficient and productive workflow.



We have 1 standard level of Microsoft Office 365:

INTRODUCTION

- This comprehensive course provides an in-depth introduction to the essential tools and features of Microsoft Office 365, equipping you with the skills to enhance productivity and collaboration in today's dynamic workplaces. Through hands-on exercises and practical guidance, you'll learn to navigate and utilize the most popular Office 365 applications effectively, empowering you to work smarter and more efficiently

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.
Course duration and level can be changed, depending on content, company & individuals***



INTRODUCTION

Course Code: ITE365 | Course Title: Introduction To Office 365 | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

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Who Should Attend Microsoft Office 365 Training?

- Administrative Assistants
- Marketing Professionals
- Sales Professionals
- Data Analysts

Course Requirements:

No previous experience with Microsoft Office 365 is required. Basic computer literacy is recommended.

Course Contents:

- **Word:** Learn to create, format, and collaborate on documents with ease
- **Excel:** Master basic data entry, formulas, and charts for data organization
- **Outlook (Mail):** Organize emails, calendars, and tasks for seamless communication
- **PowerPoint:** Design and deliver impactful presentations with multimedia tools
- **OneNote:** Organize notes and projects with this versatile digital notebook
- **OneDrive:** Store, share, and collaborate on files securely from any device
- **SharePoint:** Manage team sites and shared content for better collaboration
- **Teams:** Streamline communication and teamwork with chat, video, and file sharing
- **Sway:** Create visually engaging reports and presentations with ease
- **Yammer:** Connect and communicate across your organization with this social network
- **Dynamics:** Simplify customer and business management with this CRM tool
- **Power Automate:** Automate workflows to save time and boost efficiency

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