Program Title:
Microsoft 365 Suite

Cost: : $3,935.70

Overview:

This training course provides an in-depth understanding of Microsoft 365 Suite, a comprehensive set of productivity tools designed to enhance collaboration, communication, and efficiency within an organization. Participants will gain practical knowledge and hands-on experience with key applications, including Microsoft Word, Excel, PowerPoint, Outlook, Teams, SharePoint, and OneDrive.

Duration:

Total Duration: 5 days (30 hours)
- **Daily Duration:** 6 hours
- **Format:** Combination of lectures, hands-on labs, and Q&A sessions

Day 1: Introduction and Overview
- **Session 1: Introduction to Microsoft 365**
  - Overview of Microsoft 365 Suite
  - Key features and benefits
  - Navigating the Microsoft 365 interface
- **Session 2: Microsoft Word**
  - Creating and formatting documents
  - Collaboration and review tools
  - Advanced document features (styles, templates, mail merge)

Day 2: Excel and PowerPoint
- **Session 3: Microsoft Excel**
  - Spreadsheet basics and data entry
  - Formulas and functions
  - Data visualization with charts and graphs
  - PivotTables and data analysis tools
- **Session 4: Microsoft PowerPoint**
  - Creating and designing presentations
  - Using multimedia elements
  - Tips for effective presentations
  - Collaboration features

Day 3: Outlook and Teams
- **Session 5: Microsoft Outlook**
  - Managing email, calendar, and contacts
  - Advanced email features (rules, filters, search)
  - Integrating Outlook with other Microsoft 365 apps
- **Session 6: Microsoft Teams**
  - Setting up and managing teams and channels
  - Communication tools (chat, meetings, calls)
  - Collaboration tools (file sharing, co-authoring)
  - Integration with other Microsoft 365 apps

Day 4: SharePoint and OneDrive
- **Session 7: Microsoft SharePoint**
  - Overview of SharePoint
  - Creating and managing SharePoint sites
  - Document libraries and lists
  - Permissions and sharing settings
- **Session 8: Microsoft OneDrive**
  - Overview of OneDrive for Business
  - File storage and organization
  - Synchronization across devices
  - Sharing and collaboration features

Program Title:

Microsoft 365 Suite

Cost: : $3900

Day 5: Advanced Features and Integration
- **Session 9: Advanced Microsoft 365 Features**
    - Security and compliance tools
    - Automating tasks with Power Automate
    - Using Microsoft Forms for surveys and polls
    - Introduction to Power BI for data analytics
- **Session 10: Integration and Best Practices**
    - Integrating Microsoft 365 apps for streamlined workflows
    - Best practices for collaboration and productivity
    - Troubleshooting common issues
    - Q&A and wrap-up

Conclusion:

By the end of this course, participants will have a comprehensive understanding of the Microsoft 365 Suite and its applications, enabling them to utilize these tools effectively in their daily work. They will be equipped with practical skills to improve productivity, enhance collaboration, and streamline communication within their organization. Certificates of completion will be awarded to all participants who successfully complete the training.