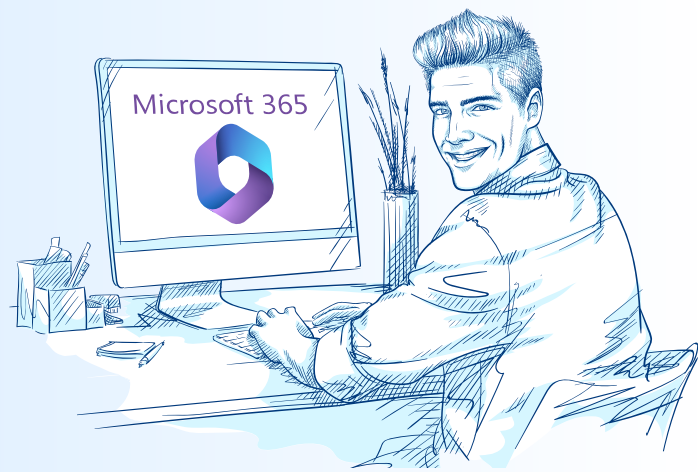


Microsoft Office 365 Workshop

Ever wondered how to maximize productivity and efficiency in the digital workspace?

This Microsoft 365 course transforms basic Office users into confident cloud computing experts, covering real time collaboration, app integration, and productivity tools to enhance your workflow.



What You'll Get With This Course



Live Instructor-Led Training

Highly experienced and approachable trainers



Comprehensive Materials

PDF manual and training files included!



eCertificate of Completion

Proudly recognise your achievement



Lifetime Support

Expert help, always within reach

Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

What is Office 365?

- Overview of the 365 Portal
- Navigating the Portal
- Desktop vs. Web Applications
- Desktop vs Web – What's the Difference?
- Differences Between Desktop & Web
- When to Use Different Versions

Word Orientation

- Exploring the Word Screen
- Using Help
- Opening and Closing Documents
- Creating Documents
- Selecting Text
- Smart Tags
- Formatting Documents
- Mini Toolbar
- Paragraph Formatting

Excel Orientation

- Exploring the Excel Screen
- What Can You Do With Excel?
- Using Formulas
- The Order of Operations
- Functions VS Formulas
- The Function Wizard

PowerPoint Orientation

- The PowerPoint Window
- Creating a Presentation
- Formatting Slides

Outlook Orientation

- Outlook Essentials
- Mail View
- Calendar View

OneDrive

- What is OneDrive?
- Add Files from Your Computer
- Add Files using the OneDrive Website
- Creating, Editing, and Sharing Office Documents
- Collaboration with Co-Authoring

Microsoft Forms

- About Microsoft Forms
- The Forms Interface
- Question Types
- Question Settings
- Previewing Forms
- Viewing Form Responses

Microsoft Whiteboard

- About Microsoft Whiteboard
- The Whiteboard Interface
- Whiteboard Tools
- Navigating your Whiteboard

Microsoft Lists

- About Microsoft Lists
- Overview of List Types
- Creating New Lists

What are these Apps?

- Delve
- Planner
- Power Automate
- Stream
- Sway