Microsoft 365 Training

Training Program: Microsoft 365 Training

Program fee: $2400

talentcatalyst.org

Course Overview:

This course aims to provide participants with comprehensive knowledge and practical skills in using Microsoft 365 applications effectively for personal and professional productivity.

Prerequisites:

- Basic computer literacy
- Familiarity with Microsoft Office applications is helpful but not required

Module 1: Introduction to Microsoft 365

- Overview of Microsoft 365
- Understanding the cloud-based approach
- Benefits of Microsoft 365 for individuals and businesses

Module 2: Getting Started with Microsoft 365

- Creating and managing Microsoft 365 accounts
- Navigating the Microsoft 365 environment
- Customizing settings and preferences

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Module 3: Microsoft 365 Applications Overview

- Overview of key applications: Outlook, Word, Excel, PowerPoint, OneNote, Teams, SharePoint, and OneDrive
- Understanding the integration between applications

Module 4: Email and Communication with Outlook

- Managing emails efficiently
- Organizing emails using folders and categories
- Using Outlook for scheduling and managing appointments

Module 5: Document Creation and Collaboration with Word

- Creating and formatting documents
- Working with styles, themes, and templates
- Collaborating on documents using real-time co-authoring

Module 6: Data Analysis and Visualization with Excel

- Working with spreadsheets
- Formulas and functions for data analysis
- Creating charts and graphs for visualization

Module 7: Presentation Design with PowerPoint

- Creating engaging presentations
- Adding multimedia elements

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- Collaborating on presentations with others

Module 8: Note-taking and Organization with OneNote

- Creating notebooks and sections
- Taking and organizing notes effectively
- Collaborating on notebooks with others

Module 9: Team Collaboration with Microsoft Teams

- Setting up teams and channels
- Communicating and collaborating within teams
- Integrating other Microsoft 365 applications with Teams

Module 10: Document Management with SharePoint

- Introduction to SharePoint
- Document libraries and lists
- Document versioning and co-authoring

Module 11: Cloud Storage and File Management with OneDrive

- Storing files in OneDrive
- Syncing files across devices
- Sharing files securely with others

Module 12: Security and Compliance in Microsoft 365

- Overview of security features
- Managing user access and permissions
- Compliance and data protection features

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Module 13: Advanced Topics (Optional, based on audience needs)

- Advanced features in Outlook, Word, Excel, PowerPoint, etc.
- Automation using Power Automate
- Advanced collaboration techniques

Module 14: Exam Preparation (Optional, if applicable)

- Review of key concepts
- Practice exercises and mock exams
- Tips for exam success

Module 15: Conclusion and Next Steps

- Recap of key learnings
- Resources for further learning and support
- Action plan for implementing Microsoft 365 skills in the workplace

Assessment:

- Practical exercises and assignments
- Quizzes or exams (if applicable)
- Participation in class discussions and activities

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Delivery Method:

- Instructor-led training sessions
- Hands-on practical exercises
- Group discussions and activities
- Online resources and tutorials

Resources:

- Microsoft 365 documentation and support materials
- Online tutorials and videos
- Recommended books and websites

This syllabus can be adjusted according to the specific needs

and objectives of your Microsoft 365 training program.