



MICROSOFT TRAINING

Australia Microsoft Fundamentals

Gain essential Microsoft Fundamentals skills for cloud, data, and AI. Build a strong foundation for your IT career.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

The "Australia Microsoft Fundamentals" course provides a concise yet comprehensive introduction to the essential components of the Microsoft ecosystem, tailored for individuals seeking to build a strong foundational understanding in a professional context. This 2-hour, intermediate-level program serves as an excellent starting point for navigating the vast landscape of Microsoft technologies, focusing on core concepts within Microsoft Azure cloud services, Microsoft 365 productivity tools, and fundamental data and security principles.

Participants will gain practical insights into how these technologies integrate to support modern business operations, enhance collaboration, and drive efficiency. The course demystifies cloud computing basics, introduces key applications for productivity, and touches upon essential safeguards for digital assets. By the end of this program, learners will be equipped with the necessary vocabulary and conceptual understanding to confidently explore more advanced Microsoft certifications and roles, boosting their digital literacy and professional readiness within the Australian and global tech landscapes.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to the Microsoft Ecosystem

- Overview of Microsoft's impact on technology and business
- Understanding different Microsoft product families: Windows, Microsoft 365, Azure
- The value and scope of Microsoft Fundamentals certifications
- Navigating Microsoft documentation and resources

02 Module 2: Core Microsoft 365 Productivity Concepts

- Introduction to Microsoft 365: cloud-based productivity and collaboration
- Key applications: Word, Excel, PowerPoint essentials in a cloud context
- Communication and collaboration with Microsoft Teams and Outlook
- Understanding file storage and sharing with OneDrive and SharePoint basics

03 Module 3: Foundational Microsoft Azure Concepts

- What is cloud computing? Public, private, and hybrid clouds
- Introduction to Microsoft Azure: compute, networking, storage, and database services (high-level)
- Benefits of using Azure for businesses (scalability, cost-efficiency, reliability)
- Understanding basic Azure services and their common uses

04 Module 4: Data and Security Fundamentals in Microsoft Services

- Basic concepts of data management within Microsoft platforms
- Introduction to security principles: identity, access management, and threat protection
- Understanding compliance and privacy considerations in Microsoft 365 and Azure
- Best practices for secure usage of Microsoft tools

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Entry-Level IT Support Specialist**
- > **Microsoft 365 Power User**
- > **Junior Cloud Operations Assistant**

FREQUENTLY ASKED QUESTIONS

Q: What are the recommended prerequisites for someone considering the Australia Microsoft Fundamentals course?

This course is designed for individuals with little to no prior IT experience or those new to Microsoft technologies. A basic understanding of computer usage and familiarity with internet browsing is recommended. There are no specific technical certifications required to enroll, making it ideal for beginners looking to establish a foundational understanding.

Q: How does completing this 2-hour Australia Microsoft Fundamentals course prepare me for career advancement?

While a 2-hour course provides a foundational overview rather than in-depth specialization, it equips you with crucial terminology and conceptual understanding of Microsoft's core offerings. This foundational knowledge is highly valued in entry-level roles such as IT Support, where familiarity with Microsoft 365 and basic cloud concepts is essential. It also serves as an excellent prerequisite for pursuing more advanced Microsoft certifications like Azure Fundamentals (AZ-900) or Microsoft 365 Fundamentals (MS-900), which can significantly boost your career prospects in specific tech domains.

Q: What specific hands-on skills or practical insights will I gain from this course that I can immediately apply in a workplace setting?

Upon completion, you will be able to articulate the core differences and uses of Microsoft 365 and Azure services, navigate common Microsoft productivity applications with greater confidence, and understand the basic security principles inherent in Microsoft's ecosystem. You'll gain a clear understanding of cloud computing benefits and how Microsoft services facilitate collaboration and data management, enabling you to communicate more effectively in tech-oriented discussions and contribute to digital transformation initiatives in your role.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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