



MICROSOFT TRAINING

Eocy Microsoft

Master core Microsoft applications. Boost productivity and efficiency with practical skills for the modern workplace.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

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

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

This intensive 2-hour "Eocy Microsoft" course provides intermediate-level professionals with a focused deep dive into optimizing enterprise operations within the Microsoft 365 ecosystem, specifically targeting compliance and yield management. Participants will learn to leverage advanced features and best practices to streamline operational workflows, enhance data governance, and ensure regulatory adherence across their Microsoft 365 environment. The course emphasizes practical strategies for maximizing efficiency, improving security posture, and generating actionable insights from Microsoft 365 data to achieve superior operational outcomes.

By completing this specialized training, IT professionals will gain critical skills in managing the lifecycle of digital assets, enforcing robust compliance policies, and understanding performance metrics within Microsoft 365. This enables them to drive greater value and mitigate risks associated with enterprise-scale deployments. The professional benefits include enhanced operational efficiency, reduced compliance overheads, and the ability to contribute strategically to an organization's digital transformation initiatives by effectively managing its Microsoft 365 investment.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft 365 Operational Excellence

- Overview of M365 service health and performance monitoring
- Key performance indicators (KPIs) for M365 operations
- Introduction to operational analytics and reporting tools

02 Module 2: Compliance and Governance in Microsoft 365

- Implementing data loss prevention (DLP) policies
- Understanding eDiscovery and legal hold capabilities
- Managing retention policies and labels
- Compliance score and Microsoft Purview overview

03 Module 3: Optimizing M365 Yield and Lifecycle Management

- Strategies for maximizing user adoption and feature utilization
- Monitoring and reporting on M365 usage analytics
- Best practices for M365 lifecycle management and resource provisioning
- Leveraging automation for M365 operational tasks

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Microsoft 365 Compliance Administrator**
- > **Enterprise Productivity Analyst (focus on M365 optimization)**

> IT Operations Specialist (Microsoft Cloud focus)

FREQUENTLY ASKED QUESTIONS

Q: What foundational knowledge or experience is recommended before enrolling in the "Eocy Microsoft" course to maximize learning?

To get the most out of this intensive "Eocy Microsoft" course, participants should have a working knowledge of Microsoft 365 administration fundamentals, including user and group management, basic understanding of M365 services like Exchange Online, SharePoint Online, and Teams, and familiarity with the M365 Admin Center. Experience with general IT operations and an understanding of organizational compliance requirements will also be beneficial.

Q: How will completing this "Eocy Microsoft" course specifically enhance my ability to contribute to enterprise-level Microsoft 365 initiatives?

This course will equip you with targeted skills in optimizing M365 operations for compliance and efficiency, making you a key asset in enterprise initiatives. You'll gain practical expertise in implementing advanced compliance policies, leveraging M365 analytics to drive productivity, and ensuring robust data governance. This directly translates to improved system reliability, reduced operational costs, and the ability to articulate the business value of a well-managed Microsoft 365 environment to stakeholders.

Q: Beyond theoretical knowledge, what practical, hands-on skills will I acquire in the "Eocy Microsoft" course that I can immediately apply in my role?

You will acquire practical skills in configuring and managing Microsoft 365 compliance features, such as setting up Data Loss Prevention (DLP) rules, managing retention policies within Microsoft Purview, and generating compliance reports. Furthermore, you'll learn to interpret M365 usage analytics to identify areas for optimization, implement strategies for enhancing user adoption, and apply automation techniques for routine operational tasks, directly impacting your organization's operational yield.

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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