



MICROSOFT TRAINING

Microsoft 365 Administrator Fundamentals Language Course

Master Microsoft 365 administration. Learn to manage users, services, and security for efficient cloud collaboration.

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 Microsoft 365 Administrator Fundamentals Language Course is an essential 2-hour program designed to demystify the complex world of Microsoft 365 administration for IT professionals and business users alike. This course focuses on building a strong foundational understanding of the core concepts, terminology, and administrative landscape of Microsoft 365. You will gain clarity on key components like tenants, subscriptions, user identities, licensing models, and the fundamental administrative tasks associated with essential services such as Exchange Online, SharePoint Online, and Microsoft Teams. It's an intermediate-level introduction crafted to ensure you speak the 'language' of M365 administration with confidence.

Completing this course will empower you to better understand IT discussions, navigate administrative portals, and grasp the strategic implications of Microsoft 365 deployments. It's ideal for those seeking to enhance their communication with IT teams, prepare for more advanced technical training, or simply gain a comprehensive conceptual overview of Microsoft's powerful cloud productivity suite. The benefits extend to improved operational efficiency, better decision-making regarding M365 features, and a solid stepping stone towards specialized roles within the Microsoft 365 ecosystem.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft 365 Administration Concepts

- Understanding the Microsoft 365 Ecosystem and Core Services
- Key Administrative Portals: Admin Centers Overview
- Core Terminology: Tenants, Subscriptions, and Domains
- Roles and Responsibilities in Microsoft 365 Administration

02 Module 2: User and Group Management Terminology

- Defining Users, Mailboxes, and Identities in M365
- Types of Groups: Security, Distribution, and Microsoft 365 Groups
- Basic Concepts of User Provisioning and De-provisioning
- Understanding Licensing Concepts and Assignment

03 Module 3: Core Microsoft 365 Services Overview

- Introduction to Exchange Online Administration Concepts
- SharePoint Online and OneDrive for Business Fundamentals
- Microsoft Teams: Communication and Collaboration Concepts
- Understanding Other Key M365 Apps and Services (e.g., Planner, Forms)

04 Module 4: Security and Compliance Foundational Concepts

- Basic Security Principles in Microsoft 365
- Introduction to Compliance Features and Terminology
- Understanding Identity Protection Concepts (MFA, Conditional Access)
- Data Governance and Retention Policy Basics

05 Module 5: Monitoring and Support Language

- Understanding Service Health Dashboards and Incident Reporting
- Basic Concepts of Reporting and Analytics in M365 Admin Center
- Troubleshooting Methodologies and Admin Center Tools Overview
- Navigating Microsoft Documentation and Support Resources

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **IT Helpdesk Technician (Tier 1 Support Specialist)**
- > **Business Analyst with Microsoft 365 Focus**
- > **Project Coordinator for Cloud-based Deployments**

FREQUENTLY ASKED QUESTIONS

Q: What specific M365 administrative terminology and conceptual frameworks will I master in this 'Language Course'?

This course is specifically designed to equip you with a robust understanding of the core language and conceptual frameworks used in Microsoft 365 administration. You will learn key terms related to tenants, subscriptions, user identities, various group types, licensing models, and the foundational administrative aspects of services like Exchange Online, SharePoint Online, and Microsoft Teams. The goal is to enable you to confidently discuss and comprehend M365 administrative tasks and strategies.

Q: How does this 'Fundamentals Language Course' serve as a stepping stone for more advanced Microsoft 365 certifications or career specializations?

This foundational course is an excellent prerequisite for anyone looking to pursue advanced Microsoft 365 certifications, such as the Microsoft 365 Certified: Administrator Expert. By mastering the fundamental concepts and terminology, you build a strong conceptual base that makes subsequent deep-dive courses on specific M365 services, security, or compliance much easier to understand and apply. It ensures you 'speak the language' before you start 'building the systems'.

Q: Given its focus as a 'Language Course', what level of hands-on technical configuration or practical administration skills should I expect to gain?

While this 'Fundamentals Language Course' provides a conceptual overview and familiarizes you with administrative interfaces, its primary objective is to build your understanding of the *language* and *principles* of M365 administration, rather than deep hands-on configuration. You will learn *what* various features and settings are, *why* they are important, and *where* to find them, but extensive practical labs for *how* to configure them are not the core focus of this specific 2-hour foundational course. It prepares you to effectively engage with more technical training.

ABOUT COMPUTER PRIDE



computerpride

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+

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READY TO ENROL?

Take the next step in your technology career.

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