



MICROSOFT TRAINING

Microsoft 365 Classes

Master Microsoft 365 administration and unlock its full potential for seamless collaboration and productivity across your organization.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

These intermediate Microsoft 365 Classes are meticulously designed for professionals seeking to significantly boost their productivity and collaborative capabilities in the modern digital workplace. Over 2 intensive hours, participants will delve into the essential features of Microsoft 365, gaining practical skills that streamline daily tasks, enhance communication, and foster seamless teamwork across core applications. This course moves beyond basic usage, focusing on practical techniques and best practices to maximize efficiency.

By mastering the robust functionalities of applications like Outlook, Teams, Word, Excel, and PowerPoint, attendees will learn to manage their workflow more effectively, communicate with greater clarity, and create professional documents with ease. The curriculum emphasizes real-world application, equipping you with the expertise to navigate the Microsoft 365 ecosystem with confidence. You'll discover how to leverage cloud-based tools for improved file sharing, real-time co-authoring, and organized project management.

Upon completion, you will not only be more proficient in Microsoft 365 but also transform into a more valuable and adaptable asset in any organization. These classes provide a crucial competitive edge, enabling you to contribute more efficiently to team projects, manage your time better, and adapt quickly to the evolving demands of a connected global workforce. Elevate your digital literacy and operational efficiency with this focused and impactful training.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Microsoft 365 Core Essentials & OneDrive Mastery

- Navigating the Microsoft 365 Portal and Application Launcher
- Understanding Cloud Storage: OneDrive for Business
- Effective File Storage, Organization, and Version History
- Secure File Sharing and Collaboration Fundamentals

02 Module 2: Mastering Communication with Outlook & Teams

- Advanced Email Management in Outlook (Rules, Categories, Quick Steps)
- Efficient Calendar Management and Meeting Scheduling with Shared Calendars
- Introduction to Microsoft Teams: Chat, Channels, and Collaborative Meetings
- Leveraging Teams for Document Sharing and Real-time Co-editing

03 Module 3: Boosting Productivity with Office Applications

- Advanced Document Formatting and Styles in Word for Professional Reports
- Essential Data Handling, Filtering, and Basic Formulas in Excel
- Creating Engaging and Impactful Presentations in PowerPoint
- Practical Tips for Real-time Co-authoring Across Word, Excel, and PowerPoint

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Efficient Office Administrator / Executive Assistant**
- > **Streamlined Project Coordinator / Team Lead**
- > **Productivity-Enhanced Marketing & Communications Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What prior knowledge or experience is recommended to get the most out of these Microsoft 365 Classes?

These Microsoft 365 Classes are designed for intermediate users. We recommend participants have basic computer literacy, a fundamental understanding of operating a PC, and some prior experience using common office applications like Word or Excel, even if not specifically the Microsoft 365 versions. No prior Microsoft 365 specific experience is strictly required, but a foundational familiarity with digital documents and email will be beneficial.

Q: How will mastering the skills taught in this 2-hour course enhance my daily job performance?

This course is hyper-focused on practical, actionable skills. You will learn to streamline your email management, schedule meetings more efficiently, collaborate seamlessly on documents using OneDrive and Teams, and create professional-grade documents and presentations with advanced features. These skills will directly translate to increased personal productivity, improved team communication, and more organized project execution, making you a more effective and indispensable team member.

Q: Does this Microsoft 365 Classes course prepare me for any official Microsoft certifications?

While these Microsoft 365 Classes provide a strong foundation and significantly enhance your practical skills across the Microsoft 365 suite, it is designed as a skill-enhancement course rather than direct certification preparation. However, the comprehensive understanding and practical application learned in this course will undoubtedly serve as an excellent stepping stone should you decide to pursue official Microsoft 365 certifications in the future, providing you with a solid base of knowledge and confidence.

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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