



MICROSOFT TRAINING

Microsoft 365 Courses

Master Microsoft 365 apps and services to boost productivity and collaboration. Transform your workflow with essential cloud tools.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

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

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COURSE OVERVIEW

Unlock the full potential of Microsoft 365 with this intermediate-level course, designed to transform your daily operations and boost organizational productivity. This program delves beyond the basics, equipping you with practical skills to harness the integrated power of Microsoft's cloud-based suite. You'll master advanced features in core applications like Microsoft Teams for seamless communication, SharePoint and OneDrive for robust document management, and Outlook for efficient email and calendar organization. This course focuses on optimizing workflows, enhancing real-time collaboration, and leveraging smart tools to streamline tasks across your team and organization. It's tailored for professionals seeking to elevate their digital proficiency and contribute to a more connected and productive work environment. By focusing on practical application, you'll gain the confidence to implement best practices that drive efficiency and innovation in your role. Upon completion, you'll be adept at navigating the intricate features of Microsoft 365, ensuring you can maximize its benefits for personal and team success.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Enhanced Collaboration with Microsoft Teams & Outlook

- Optimizing Team Channels and Tabs for Project Work
- Advanced Meeting Features: Breakout Rooms, Live Captions, Recording
- Efficient Email Management: Rules, Quick Steps, Focused Inbox
- Shared Calendars and Delegation in Outlook

02 Module 2: Streamlining Document & File Management with OneDrive & SharePoint

- Leveraging OneDrive for Personal and Shared Files
- SharePoint Document Libraries: Views, Versioning, Alerts
- Co-authoring and Real-time Collaboration in Office Apps
- External Sharing Best Practices and Permissions

03 Module 3: Boosting Productivity with Microsoft 365 Tools

- Introduction to Microsoft Lists for Task Tracking
- Using To Do and Planner for Personal and Team Task Management
- Basic Automation with Power Automate (Templates for common tasks)
- Understanding Accessibility Features in M365 Apps

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > Digital Workplace Specialist
- > IT Support Technician (Microsoft 365 Focus)
- > Business Productivity Analyst

FREQUENTLY ASKED QUESTIONS

Q: How will this course specifically help me streamline my daily workflow and enhance productivity within my team?

This course focuses on practical strategies to optimize your use of Microsoft Teams for project collaboration, master efficient document management in OneDrive and SharePoint, and leverage advanced Outlook features. You'll learn to reduce email clutter, automate routine tasks with basic Power Automate flows, and effectively track team progress, directly translating into significant time savings and improved team output.

Q: What foundational knowledge or prior experience is recommended before enrolling in this intermediate Microsoft 365 course?

To get the most out of this intermediate course, participants should have basic familiarity with core Microsoft 365 applications, including navigating Outlook, creating documents in Word/Excel, and basic file saving. While not strictly required, prior experience with fundamental file sharing and simple email communication will ensure a smoother learning experience.

Q: Beyond individual productivity, what organizational benefits or best practices will I learn regarding data management and collaboration through this course?

This course will introduce best practices for structured data management within SharePoint document libraries, including version control and metadata usage, which are crucial for organizational compliance and easy information retrieval. You will also learn about responsible external sharing settings for files and documents, contributing to a more secure and controlled collaborative environment across your organization.

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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