



MICROSOFT TRAINING

Microsoft 365 Super User Course

Become a Microsoft 365 Super User. Master M365 apps, automation, and administration for peak productivity.

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 your Microsoft 365 environment with Computer Pride's Microsoft 365 Super User Course. Designed for intermediate users, this intensive 2-hour program moves beyond the basics, equipping you with advanced techniques and best practices to dramatically boost your personal and team productivity. You'll delve into the interconnected power of key Microsoft 365 applications, learning how to streamline communication, enhance collaboration, and manage your digital workspace with unparalleled efficiency.

This course focuses on transforming you into an M365 champion within your organization. We will explore sophisticated features in applications like Outlook, Teams, OneDrive, SharePoint, and the core Office suite (Word, Excel, PowerPoint) to automate tasks, optimize information flow, and facilitate seamless teamwork. From mastering advanced email management rules and efficient file sharing to leveraging Teams for dynamic project collaboration and utilizing hidden productivity tools, you'll gain practical, immediately applicable skills.

The professional benefits are profound: reduce time spent on repetitive tasks, improve communication clarity, become a go-to resource for M365 best practices, and contribute significantly to your team's overall digital literacy and operational excellence. Elevate your daily work experience and make Microsoft 365 truly work for you, rather than you working for it.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering Your Digital Workspace

- Optimizing Outlook for Productivity (Rules, Quick Steps, Categories)
- Efficient File Management with OneDrive and SharePoint (Sync, Versioning, Smart Sharing)
- Leveraging Microsoft To Do and Planner for Advanced Task Management

02 Module 2: Advanced Collaboration with Microsoft Teams

- Customizing Teams Channels and Notifications for Focus
- Effective Meetings: Live Captions, Breakout Rooms, and Recording Management
- Integrating Essential Apps into Teams (Planner, Forms, Whiteboard for Enhanced Workflows)

03 Module 3: Supercharging Document Creation and Co-authoring

- Advanced Features in Word, Excel, and PowerPoint (Templates, Styles, Data Validation, Presenter Coach)
- Real-time Co-authoring Best Practices for Efficiency
- Version History, Document Recovery, and Comment Management

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

> **Digital Productivity Lead**

> **Advanced Administrative Assistant**

> **Team Collaboration Facilitator**

FREQUENTLY ASKED QUESTIONS

Q: How will this 'Super User' course specifically enhance my daily workflow beyond basic Microsoft 365 usage?

This course is designed to move you past fundamental operations. You'll learn to automate repetitive tasks with Outlook rules and Quick Steps, utilize advanced search and organization features in OneDrive and SharePoint, and integrate tools like Planner directly into Teams for streamlined project management. The goal is to make your M365 environment work more efficiently for you, saving significant time daily.

Q: What foundational Microsoft 365 experience is recommended before enrolling in this 2-hour Super User course?

As an intermediate-level course, we recommend participants have a basic working knowledge of core Microsoft 365 applications such as Outlook, Teams, Word, and Excel. You should be comfortable with sending emails, navigating Teams, and creating basic documents. This course builds upon that foundation, introducing advanced features rather than teaching basic functionality.

Q: Can the skills learned in this course help me support my colleagues with their Microsoft 365 challenges and best practices?

Absolutely! By becoming a Microsoft 365 Super User, you'll gain deep insights into optimal usage, troubleshooting common issues, and leveraging advanced features. This knowledge will position you as an invaluable internal resource and a 'go-to' person, enabling you to guide colleagues, share best practices, and foster a more productive and collaborative work environment within your team.

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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