



MICROSOFT TRAINING

Microsoft 365 Training Certification Course

Master Microsoft 365 tools for enhanced productivity, collaboration, and administration. Boost your career with essential skills.

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 our intensive 2-hour Intermediate Training Certification Course. Designed for professionals seeking to maximize productivity and collaboration, this course provides a comprehensive overview of Microsoft's powerful suite of cloud-based services. You will gain practical skills in leveraging core applications like Microsoft Teams for communication, SharePoint Online for document management, OneDrive for secure file storage, and Outlook for streamlined email and calendar management. This program is structured to equip you with the knowledge needed to navigate the Microsoft 365 ecosystem effectively, ensuring you can enhance your daily workflows and contribute significantly to your organization's digital transformation. By completing this certification, you will not only understand the functionalities of Microsoft 365 but also learn best practices for secure collaboration, efficient information sharing, and effective team coordination. The course emphasizes hands-on application, allowing you to immediately apply what you learn in a professional setting. Mastering Microsoft 365 positions you as a valuable asset in any modern workplace, making you adept at utilizing the tools essential for today's dynamic business environment. Elevate your professional profile and demonstrate your expertise in managing and utilizing Microsoft 365 to drive operational efficiency. This certification serves as a stepping stone for further specialized Microsoft certifications and provides a robust foundation for various IT and business roles, ensuring you remain competitive in the evolving digital landscape.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

- 01 **Module 1: Introduction to the Microsoft 365 Ecosystem**
 - Overview of Microsoft 365 components and services
 - Navigating the Microsoft 365 portal and admin center (user view)
 - Understanding user accounts and basic license management concepts
- 02 **Module 2: Mastering Microsoft Teams for Communication and Collaboration**
 - Setting up and managing teams and channels
 - Conducting effective meetings and live events
 - File sharing, co-authoring, and real-time collaboration within Teams
- 03 **Module 3: Efficient Document Management with OneDrive and SharePoint**
 - Utilizing OneDrive for Business for personal cloud storage
 - Introduction to SharePoint Online: Team Sites and Document Libraries
 - Implementing version control, sharing permissions, and secure access
- 04 **Module 4: Productivity Essentials: Outlook & Beyond**
 - Optimizing Outlook Online for email, calendar, and contact management
 - Introduction to Microsoft Lists for data tracking and organization
 - Utilizing Microsoft Planner for simple task management and team projects

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Microsoft 365 End-User Specialist**
- > **Collaboration and Productivity Administrator**
- > **Modern Workplace Support Technician**

FREQUENTLY ASKED QUESTIONS

Q: What specific productivity and collaboration challenges will I be able to solve after completing this Microsoft 365 course?

Upon completing this course, you will be proficient in solving common workplace challenges such as disorganized document storage, inefficient team communication, difficulties in co-authoring documents in real-time, and managing shared tasks. You'll gain the ability to streamline workflows using Teams, securely manage and share files with OneDrive and SharePoint, and enhance communication with Outlook, ultimately boosting overall team productivity and information accessibility.

Q: Are there any specific technical prerequisites or prior experience recommended before enrolling in this Microsoft 365 Training Certification Course?

While there are no strict technical prerequisites, a basic understanding of computer operations and familiarity with common office applications (like Microsoft Word or Excel) is recommended. This course is designed for an intermediate level, meaning some exposure to digital environments will help you grasp the concepts more quickly, though all key functionalities will be introduced clearly.

Q: How does this Microsoft 365 course prepare me for official Microsoft certifications, and which ones are most relevant after completion?

This course provides a strong foundational understanding of the core services and user functionalities within Microsoft 365, serving as an excellent springboard for official Microsoft certifications. Specifically, it aligns well with the objectives of certifications like the 'Microsoft 365 Certified: Fundamentals' (MS-900) and provides a solid basis for understanding user and team collaboration aspects that are part of 'Microsoft 365 Certified: Modern Desktop Administrator Associate' or 'Microsoft 365 Certified: Teamwork Administrator Associate' certifications.

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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