



MICROSOFT TRAINING

Microsoft Certification Australia Offer

Earn your Microsoft Certification and accelerate your IT career. This Australia offer helps you validate in-demand skills across Microsoft technologies.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

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

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

Unlock essential digital workplace competencies with the Microsoft Certification Australia Offer, a focused and engaging program designed to equip professionals with fundamental skills in leveraging Microsoft 365 services. This intermediate-level course dives into the core components of Microsoft's powerful productivity suite, including collaborative tools like Microsoft Teams, efficient document management with SharePoint Online and OneDrive for Business, and an introduction to the critical aspects of security and compliance within the Microsoft 365 ecosystem. Participants will gain practical knowledge to navigate and utilize these platforms effectively, enhancing their daily workflow and contributing to a more connected and productive work environment. This course is specifically tailored to address the demands of modern Australian businesses, ensuring the skills you acquire are immediately applicable and highly valued in the local job market. It empowers individuals to streamline communication, optimize information sharing, and secure digital assets, driving operational efficiency and innovation.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

- 01 Module 1: Introduction to Microsoft 365 Fundamentals**
 - Overview of Microsoft 365 services and their benefits
 - Understanding Microsoft 365 subscription models and licensing
 - Introduction to core components: Exchange Online, SharePoint Online, Microsoft Teams
- 02 Module 2: Mastering Microsoft 365 Productivity and Collaboration Tools**
 - Effective use of Microsoft Teams for communication, meetings, and project collaboration
 - Leveraging SharePoint Online for site creation, document libraries, and content management
 - Utilizing OneDrive for Business for personal file storage and sharing
- 03 Module 3: Security, Compliance, and Support in Microsoft 365 Basics**
 - Foundational security principles within the M365 environment (e.g., Multi-Factor Authentication)
 - Overview of compliance features like data retention policies and eDiscovery
 - Identifying common support scenarios and understanding available resources for M365 users

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Workplace Assistant**
- > **Junior IT Support Specialist (Microsoft 365 Focus)**
- > **Business Productivity Tools Administrator**

FREQUENTLY ASKED QUESTIONS

Q: What specific skills will I gain that are most valuable in the Australian job market after completing this course?

This course focuses on foundational proficiency in Microsoft 365, equipping you with practical skills in cloud-based collaboration, document management, and communication using tools like Microsoft Teams, SharePoint Online, and OneDrive. These competencies are highly sought after by Australian businesses across various sectors, enabling you to contribute to efficient digital workplaces and support modern business operations effectively, improving your employability and productivity.

Q: Is this 'Microsoft Certification Australia Offer' a standalone certification, or does it prepare me for a specific Microsoft exam?

This 2-hour course is designed as an accelerated introduction and skill-building module focused on the core concepts of Microsoft 365. While it provides a strong practical foundation, it serves primarily as a preparatory stepping stone for the Microsoft 365 Fundamentals (MS-900) certification exam. Achieving the MS-900 certification is globally recognized and highly relevant in the Australian IT landscape for validating foundational M365 knowledge.

Q: What are the prerequisites for enrolling in this intermediate-level Microsoft Certification Australia Offer?

While there are no formal technical prerequisites, participants are expected to have basic computer literacy, including familiarity with navigating operating systems (like Windows or macOS) and using internet browsers. A general understanding of common office applications like word processors and spreadsheets will be beneficial to maximize your learning experience in this fast-paced, intermediate-level course.

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.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke

