



MICROSOFT TRAINING

Microsoft Office 365 Power User Training Certification Course

Master advanced Microsoft Office 365 features to boost productivity and automate tasks across apps like Excel, Word, and Teams.

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 daily productivity and collaboration with our Microsoft Office 365 Power User Training Certification Course. This intermediate-level course is meticulously designed for professionals who are already familiar with the basics of Office 365 and are eager to master its advanced features to streamline workflows, enhance data management, and foster seamless team collaboration. You will dive deep into powerful functionalities across key applications such as Excel, Word, Outlook, SharePoint Online, and Microsoft Teams, learning to leverage them beyond standard usage.

This course emphasizes practical, hands-on skills, covering everything from advanced data analysis and visualization in Excel to sophisticated document management in SharePoint, efficient communication strategies in Outlook, and dynamic team collaboration within Microsoft Teams. You will learn to customize your Office 365 environment, automate routine tasks, and implement best practices for information sharing and security. By the end of this intensive 2-hour training, you will be equipped to transform your work processes, significantly boost your personal and team efficiency, and become a go-to expert in your organization for all things Office 365.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft
Exam Code	POWER USER

COURSE CURRICULUM

01 Module 1: Advanced Outlook & Communication Management

- Mastering Inbox Rules and Alerts
- Efficient Calendar Sharing and Delegation
- Creating and Managing Shared Mailboxes and Distribution Lists
- Using Quick Steps for Routine Email Tasks
- Advanced Search and Folder Organization

02 Module 2: Excel Power User Techniques for Data Analysis

- Advanced Formulas and Functions (e.g., VLOOKUP, INDEX-MATCH, SUMIFS)
- Data Validation and Conditional Formatting for Data Integrity
- Creating and Customizing PivotTables and PivotCharts
- Introduction to Power Query for Data Transformation
- Building Interactive Dashboards

03 Module 3: Collaborative Document Management with SharePoint & OneDrive

- Understanding SharePoint Sites and Document Libraries
- Setting up Versioning and Content Approval Workflows
- Co-authoring and Sharing Documents in Real-Time
- Creating Custom Lists and Libraries for Data Tracking
- Managing Permissions and Access Control

04 Module 4: Enhancing Team Collaboration with Microsoft Teams

- Optimizing Teams and Channels for Project Management
- Integrating SharePoint Files and OneNote within Teams

- Using Apps and Connectors to Extend Team Functionality
- Organizing and Managing Meetings and Webinars Effectively
- Best Practices for Secure Communication and File Sharing

05 Module 5: Introduction to Automation with Power Automate

- Understanding Basic Power Automate Concepts (Flows, Triggers, Actions)
- Creating Simple Automated Workflows (e.g., notifications, file transfers)
- Automating Approval Processes
- Integrating Flows with Office 365 Applications
- Troubleshooting Basic Flow Errors

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Business Process Analyst**
- > **Office Administrator / Executive Assistant**
- > **Project Coordinator / Manager**

FREQUENTLY ASKED QUESTIONS

Q: What specific skills will I gain from this Power User course that I wouldn't typically learn in a basic Office 365 training?

This Power User course goes beyond foundational knowledge to equip you with advanced capabilities such as creating complex PivotTables and Power Queries in Excel, implementing advanced SharePoint workflows for document approval, designing custom Microsoft Teams integrations for project management, and initiating basic task automation with Power Automate. You'll master strategies for optimizing productivity and collaboration that are essential for administrative and analytical roles.

Q: What are the prerequisites for enrolling in the Microsoft Office 365 Power User Training, and is previous IT experience required?

While previous IT experience is not strictly required, it is highly recommended that participants have a working familiarity with the core Microsoft Office 365 applications, including basic usage of Word, Excel, Outlook, and an understanding of cloud-based file storage (like OneDrive). This course is designed for intermediate users looking to elevate their proficiency rather than beginners. A basic understanding of navigating the Office 365 environment will ensure you get the most out of this accelerated training.

Q: How will mastering these advanced Office 365 skills specifically impact my career progression or job responsibilities?

Gaining Microsoft Office 365 Power User certification will significantly enhance your value to any organization by transforming you into a highly efficient and indispensable asset. You'll be able to streamline business processes, improve data-driven decision-making, facilitate seamless team collaboration, and even initiate basic automation, taking on more strategic responsibilities. This proficiency often leads to opportunities in roles focused on operational efficiency, project coordination, and advanced administrative support, making you a candidate for leadership in digital workplace initiatives.

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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