



MICROSOFT TRAINING

Microsoft Teams Essentials For Everyday Users Course

Master Microsoft Teams for seamless collaboration, communication, and productivity in your daily work.

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 Teams and transform your daily workflow with our "Microsoft Teams Essentials For Everyday Users Course". This intensive 2-hour program, designed for intermediate users, dives deep into the core functionalities of Microsoft Teams, equipping you with the practical skills needed to navigate the platform confidently and efficiently. You will learn to leverage Teams for seamless communication, organized collaboration, and effective project management, making it an indispensable tool in today's dynamic work environments. We cover everything from setting up effective communication channels and managing files to hosting engaging virtual meetings and integrating essential applications, ensuring you can harness the power of Teams to its fullest.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

- 01 Module 1: Getting Started with Microsoft Teams**
 - Understanding the Teams Interface and Layout
 - Personalizing Your Teams Experience
 - Setting Your Status and Notifications
 - Navigating the Activity Feed
- 02 Module 2: Effective Communication and Chat**
 - One-to-One and Group Chats
 - Formatting Messages and Using Emojis/GIFs
 - Sharing Files and Information in Chat
 - Using @mentions for Targeted Communication
 - Saving Important Messages
- 03 Module 3: Mastering Teams and Channels**
 - Understanding Teams vs. Channels
 - Creating and Managing Teams
 - Organizing Conversations in Channels
 - Using Tabs for Enhanced Collaboration
 - Channel Best Practices
- 04 Module 4: Productive Meetings and Calls**
 - Scheduling and Joining Meetings in Teams
 - Meeting Controls and Etiquette
 - Sharing Your Screen and Content Effectively
 - Recording Meetings and Accessing Transcripts
 - Making One-to-One and Group Calls
- 05 Module 5: File Management and App Integration**
 - Uploading and Sharing Files in Teams
 - Co-authoring Documents in Real-time
 - Version History and File Recovery
 - Integrating Common Apps (e.g., Planner, SharePoint, OneNote)

- Creating and Managing Wiki Pages

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Virtual Collaboration Specialist**
- > **Remote Team Coordinator**
- > **Hybrid Workspace Administrator**

FREQUENTLY ASKED QUESTIONS

Q: How will this Microsoft Teams Essentials course specifically improve my daily productivity and collaboration within my organization?

This course is designed to transition you from a basic user to an efficient Teams power user. You'll learn to streamline communication through targeted chats and organized channels, host more effective meetings with advanced controls, and manage files collaboratively in real-time. By mastering these essentials, you'll reduce email clutter, improve project coordination, and enhance overall team synergy, ultimately boosting your personal and team productivity in any professional setting.

Q: What are the prerequisites for enrolling in this intermediate Microsoft Teams Essentials course?

This course is tailored for individuals who have some basic familiarity with Microsoft Teams, such as knowing how to log in and send a simple chat. While not strictly mandatory, a foundational understanding of general computer usage and file management is recommended. The course will build upon these basic interactions to teach more advanced and efficient usage patterns suitable for everyday professional collaboration.

Q: Will this course cover how to manage guest access or external collaboration features within Microsoft Teams?

While this "Essentials for Everyday Users" course primarily focuses on optimizing internal team collaboration and individual productivity within your organization's Teams environment, it will touch upon the user's perspective of interacting with guests in channels and meetings. However, the administrative setup and advanced management of guest access permissions are typically covered in more advanced IT administration courses for Microsoft 365, not in this user-focused essentials training.

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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