



MICROSOFT TRAINING

Microsoft Teams For End Users

Master Microsoft Teams essentials to boost your productivity. Learn to collaborate effectively with chat, meetings, and shared files.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intensive 2-hour Microsoft Teams for End Users course is meticulously designed to transform your daily work interactions and significantly enhance team collaboration. Developed for intermediate users, this program dives deep into leveraging Microsoft Teams as a central hub for communication, file sharing, and project coordination within any modern organization. You'll gain practical, hands-on experience with core Teams functionalities, ensuring you can navigate the platform with confidence and efficiency. This course focuses on practical application, equipping you with the skills to effectively manage conversations, orchestrate successful online meetings, and streamline document co-creation.

By completing this course, you will unlock the full potential of Microsoft Teams, moving beyond basic chat to master advanced collaboration features. The professional benefits are immediate and substantial: improved personal productivity, reduced email overhead, faster decision-making, and more cohesive team dynamics. You'll learn to integrate various Microsoft 365 applications seamlessly, fostering a more organized and productive work environment. This certification is a testament to your ability to thrive in a connected, digital workplace, making you a more valuable asset in any professional setting.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with Microsoft Teams

- Understanding the Microsoft Teams ecosystem
- Navigating the Teams interface (Activity, Chat, Teams, Calendar, Files, Apps)
- Setting up your user profile and status
- Customizing notification settings for optimal focus
- Understanding the difference between Teams, Channels, and Chats

02 Module 2: Mastering Communication: Chat & Channels

- Initiating and managing one-on-one and group chats
- Formatting messages, using emojis, GIFs, and stickers
- Creating and organizing teams and channels effectively
- Engaging in channel conversations (posts, replies, mentions)
- Differentiating between standard and private channels for sensitive discussions

03 Module 3: Effective Online Meetings & Calls

- Scheduling and joining Teams meetings from Calendar
- Utilizing in-meeting controls (mute, video, share screen, raise hand)
- Participating in meeting chat and live reactions
- Recording meetings and accessing recordings
- Making direct audio and video calls within Teams

04 Module 4: Collaborative File Management

- Uploading, sharing, and managing files in chats and channels
- Co-authoring documents in real-time with version history
- Integrating SharePoint and OneDrive for enhanced file storage and access
- Understanding file permissions and sharing settings

05 Module 5: Enhancing Productivity with Apps & Integrations

- Adding and utilizing tabs in channels (e.g., Planner, Whiteboard, OneNote)
- Exploring personal apps and third-party integrations
- Using connectors and bots to automate tasks and get updates
- Tips and tricks for optimizing your Teams experience

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Workplace Coordinator**
- > **Remote Team Facilitator**
- > **Administrative Support Professional**

FREQUENTLY ASKED QUESTIONS

Q: What prerequisites are recommended before taking the Microsoft Teams for End Users course?

This course is designed for intermediate users. While no formal technical prerequisites are required, participants should have basic computer literacy and familiarity with navigating a Windows or macOS operating system. A foundational understanding of general office productivity software, such as Microsoft Office applications (Word, Excel, Outlook), will be beneficial but is not strictly necessary. The course focuses on practical application for daily use within the Teams environment.

Q: Beyond basic chat, what advanced communication and collaboration functionalities will I learn to utilize effectively in Microsoft Teams?

This course goes beyond fundamental chat to empower you with advanced collaboration skills. You'll learn to manage complex channel conversations, effectively use private channels for focused discussions, conduct and participate in highly interactive meetings with screen sharing, whiteboarding, and breakout rooms, co-author documents in real-time directly within Teams, and integrate productivity apps like Planner and OneNote into your workflows to streamline project management and task tracking.

Q: How does mastering Microsoft Teams as an end-user contribute to my professional development and efficiency in a modern hybrid work environment?

In today's hybrid work landscape, proficiency in Microsoft Teams is crucial for seamless communication and collaboration. This course will significantly boost your professional development by making you an invaluable asset in any team relying on digital collaboration. You'll gain skills to reduce email clutter, accelerate decision-making, manage projects more effectively, and maintain strong team connections regardless of location, ultimately leading to higher personal productivity and improved team synergy, enhancing your marketability.

ABOUT COMPUTER PRIDE

**computerpride*****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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