



MICROSOFT TRAINING

Microsoft Teams Training Course

Master Microsoft Teams for effective collaboration. Learn to manage channels, meetings, and apps to boost your team's productivity.

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 Microsoft Teams Training Course is designed to empower professionals with the essential skills to leverage Microsoft Teams as a central hub for communication, collaboration, and productivity within any organization. Participants will dive deep into the comprehensive features of Teams, learning how to effectively manage channels, conduct engaging meetings, streamline file sharing, and integrate various Microsoft 365 applications to create a cohesive digital workspace. This intermediate-level course goes beyond basic functionality, focusing on best practices for efficient teamwork and strategic adoption.

By the end of this 2-hour intensive program, you will be proficient in transforming your daily workflows, enhancing team synergy, and driving project success. You'll gain practical experience in organizing information, automating tasks, and securing your collaborative environment. The professional benefits include increased personal productivity, improved team communication, reduced email clutter, and the ability to confidently lead or participate in modern, agile work environments, ultimately contributing to a more connected and efficient organization.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Navigating the Teams Interface and Core Communications

- Understanding the Microsoft Teams Dashboard and Layout
- Creating and Managing Teams and Channels (Standard vs. Private)
- Effective Chat Usage: 1:1, Group Chats, and Channel Conversations
- Leveraging Mentions, Emojis, Gifs, and Formatting Options
- Setting Status, Presence, and Notifications for Productivity

02 Module 2: Mastering Meetings and Audio/Video Conferencing

- Scheduling and Joining Teams Meetings
- In-Meeting Controls: Screen Sharing, Whiteboard, Background Effects
- Recording Meetings and Accessing Transcripts
- Utilizing Live Captions and Translation Features
- Managing Attendees, Roles, and Meeting Options (Lobby, Mute)

03 Module 3: Collaborative File Management and Application Integration

- Sharing and Co-authoring Documents within Teams
- Understanding SharePoint and OneDrive Integration with Teams
- Adding and Customizing Tabs (Websites, Documents, Apps)
- Integrating Essential Apps: Planner, OneNote, Stream, Forms
- Working with Files: Uploading, Syncing, and Version History

04 Module 4: Advanced Features for Enhanced Productivity and Security

- Utilizing Connectors and Power Automate for Workflow Automation
- Managing Guest Access and External Collaboration
- Exploring Teams Calling Features (if applicable)
- Best Practices for Team Governance and Information Architecture
- Tips for Troubleshooting Common Teams Issues

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Workplace Administrator**
- > **Collaboration & Communications Specialist**
- > **Remote Project Coordinator/Manager**

FREQUENTLY ASKED QUESTIONS

Q: How will this course specifically help me manage files and documents more efficiently within a team environment?

This course dedicates a significant module to file management within Teams. You will learn to effectively share, co-author, and organize documents, understanding the interplay with SharePoint and OneDrive. We'll cover version history, syncing files, and adding files as tabs for quick access, empowering you to reduce confusion and improve document workflows for your team.

Q: What prior experience with Microsoft 365 applications is recommended for someone taking this intermediate Microsoft Teams course?

While this is an intermediate course, a basic familiarity with the Microsoft Windows operating system and general web browser usage is sufficient. You don't need extensive prior experience with other Microsoft 365 apps like Outlook or Word, as the course is designed to build your Teams proficiency from a foundational understanding of its core functionalities up to more advanced collaborative techniques.

Q: Beyond standard meetings, what advanced communication and collaboration strategies will I learn to implement with Microsoft Teams?

Beyond standard meetings, you will learn to optimize channel communication, leverage @mentions effectively, and understand how to use private channels for sensitive discussions. You'll also explore meeting options like breakout rooms, custom backgrounds, and live captions, and discover how to integrate tools like Planner and Power Automate to streamline workflows and enhance team project coordination, transforming Teams into a true productivity hub.

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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