



MICROSOFT TRAINING

Ms Office 365 Courses

Master essential Microsoft 365 apps like Word, Excel, and PowerPoint. Boost productivity and collaboration with advanced Office 365 skills.

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 Office 365 with this intermediate-level course, designed for professionals looking to significantly enhance their productivity and collaboration skills. This program dives deep into the interconnected ecosystem of Office 365, moving beyond basic application usage to explore cloud-based functionalities, real-time co-authoring, and integrated communication tools. You'll master essential applications like Word, Excel, PowerPoint, Outlook, and discover the power of OneDrive, SharePoint, and Teams for seamless workflow management and information sharing.

This course emphasizes practical application and best practices, enabling you to leverage Office 365's robust features for efficient document creation, data analysis, impactful presentations, and streamlined communication. By the end of this training, you will be proficient in utilizing Office 365 to optimize daily tasks, improve team collaboration, and contribute to a more productive digital workplace, ultimately boosting your professional value in any organization.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with Microsoft 365 Essentials

- Understanding the Microsoft 365 Ecosystem and Cloud Benefits
- Navigating the Microsoft 365 Portal and User Interface
- Managing User Profiles and Settings
- Introduction to OneDrive: Cloud Storage and File Sharing
- Collaborative Document Creation with Word Online

02 Module 2: Advanced Document Creation and Data Management

- Mastering Microsoft Word: Advanced Formatting and Collaboration
- Microsoft Excel: Data Analysis, Formulas, and Visualization
- PowerPoint: Creating Engaging Presentations with Multimedia
- Integrating Office Applications for Enhanced Productivity
- Version History and Document Recovery

03 Module 3: Communication and Collaboration with Outlook and Teams

- Outlook: Advanced Email Management, Calendars, and Task Management
- Microsoft Teams: Channels, Chats, and Online Meetings
- File Sharing and Co-authoring within Microsoft Teams
- Setting up and Managing Team Sites in SharePoint Online
- Using OneNote for Collaborative Note-Taking

04 Module 4: Automating Workflows and Security Basics

- Introduction to Microsoft Forms for Surveys and Quizzes
- Basics of Microsoft To Do and Planner for Task Management
- Understanding Microsoft 365 Security and Privacy Features
- Sharing and Permissions Management Best Practices
- Tips and Tricks for Maximizing Microsoft 365 Efficiency

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Workplace Specialist**
- > **Administrative Assistant/Executive Assistant (advanced)**
- > **Project Coordinator utilizing Microsoft 365 tools**

FREQUENTLY ASKED QUESTIONS

Q: What prior experience or software knowledge is recommended before enrolling in the Ms Office 365 Courses?

This course is designed for an intermediate level. While basic computer literacy is assumed, prior experience with older versions of Microsoft Office applications (e.g., Word, Excel) or familiarity with cloud-based services will be beneficial but is not strictly required. We will cover the core functionalities of Office 365 applications, but the focus will be on leveraging their advanced and collaborative features.

Q: How will mastering Microsoft 365 improve my career prospects beyond basic office tasks?

Proficiency in Microsoft 365 goes far beyond basic typing and spreadsheets. This course will equip you with skills in cloud-based collaboration, advanced data analysis, project management using Planner, efficient communication via Teams and Outlook, and secure document sharing. These skills are crucial for roles requiring digital literacy, team coordination, and data-driven decision-making, making you a highly valuable asset in modern workplaces and potentially opening doors to roles like Digital Workplace Specialist or advanced administrative positions.

Q: Does this course cover any specific features for remote work or hybrid teams?

Absolutely. A significant portion of this course focuses on features critical for remote and hybrid work environments. You will learn to effectively use Microsoft Teams for virtual meetings, real-time document collaboration, and persistent team communication. We also cover OneDrive and SharePoint for secure cloud storage and sharing, ensuring seamless access and co-authoring of documents regardless of location. The course emphasizes practical strategies for maintaining productivity and collaboration in distributed teams.

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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