



MICROSOFT TRAINING

Ms Teams Online

Master Microsoft Teams to boost online collaboration. Learn to manage meetings, chats, and files efficiently.

DURATION

8 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

This "Ms Teams Online" course is meticulously designed to transform intermediate users into power users of Microsoft's premier collaboration platform. In an era defined by hybrid and remote work, mastering Microsoft Teams is no longer a luxury but a necessity for seamless communication, enhanced productivity, and efficient project management. This intensive 8-hour program will equip you with the advanced skills needed to navigate, manage, and optimize your collaborative efforts, ensuring you can leverage every facet of the platform to its fullest potential.

The curriculum delves into core technologies such as advanced chat functionalities, dynamic meeting management including Live Events, robust file sharing and co-authoring capabilities, and the strategic integration of third-party applications. You'll gain practical, hands-on experience in structuring teams and channels, automating routine tasks with Power Automate basics, and implementing best practices for security and governance. By the end of this course, you won't just use Teams; you'll master it, becoming a pivotal force for digital transformation within your organization.

The professional benefits of this course are immense, ranging from significantly improved communication workflows and streamlined project execution to enhanced personal and team productivity. Graduates will be able to lead virtual initiatives with confidence, facilitate engaging online meetings, and create highly organized, efficient collaborative environments. This expertise is crucial for anyone looking to boost their career prospects in modern workplaces that increasingly rely on advanced digital collaboration tools.

Duration	8 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering the Microsoft Teams Interface & Core Communication

- Navigating the Teams client: desktop, web, and mobile
- Setting up your profile, status, and personal settings
- Understanding the activity feed, command bar, and search functions
- Effective use of one-on-one and group chats
- Formatting messages, @mentions, and urgent communications

02 Module 2: Dynamic Meetings & Live Events Management

- Scheduling and conducting effective Teams meetings
- Utilizing advanced meeting options: lobby, roles, breakout rooms
- Screen sharing, Whiteboard, and various presentation modes
- Recording meetings, transcription, and sharing content
- Introduction to Teams Live Events: setup, production, and moderation

03 Module 3: Empowering Team Collaboration with Files & Apps

- Working with files in Teams: sharing, co-authoring, version history
- Integrating SharePoint for advanced document management within Teams
- Adding tabs: websites, documents, and key Microsoft 365 applications
- Exploring and integrating popular Teams apps (e.g., Planner, Forms, Lists)
- Basic overview of creating custom apps with Power Apps within Teams

04 Module 4: Structuring & Managing Teams and Channels

- Understanding Teams vs. Channels: standard, private, and shared channels
- Best practices for creating and organizing teams for different purposes
- Managing team members and roles (owners, members, guests)
- Channel moderation, announcements, and content pinning
- Managing notifications and personal settings for focused work

05 Module 5: Advanced Features & Productivity Hacks

- Using Microsoft Lists for tracking information, tasks, and issues
- Automating tasks with basic Power Automate flows in Teams
- Working with Wiki and OneNote tabs for knowledge sharing
- Saving messages, creating tasks from chats, and advanced search filters
- Integrating external services and connectors for enhanced workflows

06 Module 6: Governance, Security & Best Practices

- Understanding guest access and external sharing best practices
- Basic security and compliance features in Teams
- Tips for maintaining focus, digital well-being, and Teams etiquette
- Troubleshooting common Teams issues and optimizing performance
- Strategies for fostering effective team communication and engagement

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Collaboration Specialist**
- > **Virtual Project Coordinator**
- > **Remote Team Leader**

FREQUENTLY ASKED QUESTIONS

Q: How will this Ms Teams Online course directly enhance my career prospects in a remote or hybrid work environment?

This intermediate Ms Teams Online course is designed to transform you into a power user, equipping you with advanced skills in digital collaboration, virtual meeting facilitation, and efficient project coordination. By mastering features like Live Events, app integrations, and advanced file sharing, you'll become an invaluable asset capable of driving productivity and seamless communication, which are critical competencies for success in today's geographically dispersed workplaces. This expertise positions you for roles requiring high-level proficiency in collaborative technologies.

Q: Are there any specific technical prerequisites or prior experience recommended before enrolling in this 8-hour Ms Teams Online course?

While this course is labeled 'Intermediate,' a basic familiarity with the Microsoft 365 ecosystem and fundamental computer literacy is highly recommended. You should be comfortable navigating Windows or macOS, using web browsers, and have a foundational understanding of applications like Outlook and OneDrive. Prior experience with the very basic functions of Microsoft Teams (e.g., sending a chat, joining a meeting) would be beneficial but not strictly required, as we cover core navigation and build upon those fundamentals.

Q: Beyond basic chat and meetings, what advanced collaboration skills will I specifically acquire in this Ms Teams Online course?

This course goes beyond the basics to teach you how to effectively manage files with version control and co-authoring, integrate third-party applications like Planner and Forms to streamline workflows, and leverage features such as Microsoft Lists for tracking projects and information. You'll also learn best practices for structuring teams and channels, managing guest access, utilizing Live Events for large-scale broadcasts, and optimizing notification settings to enhance focus and overall team productivity and engagement.

ABOUT COMPUTER PRIDE



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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+

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READY TO ENROL?

Take the next step in your technology career.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke