



MICROSOFT 365 FOR BUSINESS

Course ID : MS365-L1



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: Call

* In-house training only

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business

Microsoft 365 is a widely adopted platform for modern workplaces, focusing on efficient communication and collaboration. It enables meetings, resource sharing, and seamless teamwork, maximizing organizational productivity. The suite includes Microsoft Teams, OneDrive, SharePoint, Microsoft Office Online, Microsoft Forms, and Microsoft Stream.

Objectives

1. Utilize Microsoft Teams for meetings, communication, and scheduling
2. Use Microsoft OneDrive for file storage and sharing
3. Manage sites and data with Microsoft SharePoint
4. Create forms with Microsoft Forms
5. Collaborate on documents with Microsoft Office Online
6. Manage organizational videos with Microsoft Stream

Target Audience

1. Individuals seeking to understand and begin using Microsoft 365
2. Those aiming to enhance their proficiency with Microsoft 365 tools

Prerequisites

1. Windows 10 / Windows 11
2. Microsoft 365 Business Basic license or higher
3. Camera, microphone, and speakers
4. Smart device (iOS or Android) for Power BI Mobile installation
5. Internet connection

TRAINING TOPICS

DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Getting Started with Microsoft 365

- Overview of Microsoft 365
- Registration and access procedures
- Licensing information

2. Getting Started with Microsoft Teams

- Introduction to Microsoft Teams
- Creating appointments and meetings
- Meeting tools and settings in Teams
- Recording meetings
- Joining video meetings
- Configuring meeting tools, including background settings



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

- Sharing presentations with audio
- Screen sharing
- Document management in Teams
- Using channels for communication
- Workshop: Scheduling meetings, conducting meetings, and sharing information

3. Getting Started with Microsoft OneDrive

- Introduction to Microsoft OneDrive
- Installation and data storage
- File sharing
- Security settings
- Workshop: Document exchange using OneDrive



DAY 2 Morning Session

9:00 AM – 12:00 PM

4. Getting Started with Microsoft SharePoint

- Introduction to Microsoft SharePoint
- Components of SharePoint sites
- Creating and configuring SharePoint sites
- Document management, search, and sharing
- Document versioning and recovery

5. Getting Started with Microsoft Forms

- Introduction to Microsoft Forms
- Creating forms
- Distributing forms and generating QR codes
- Viewing responses
- Exporting data for analysis in Microsoft Excel

 **DAY 2** Afternoon Session

1:00 PM – 4:00 PM

6. Getting Started with Microsoft Office Online

- Introduction to Microsoft Office Online
- Opening Word, Excel, and PowerPoint files
- Document sharing and access permissions
- Limitations of Office Online compared to desktop versions
- Tips and tricks for using AI in Word, Excel, and PowerPoint

7. Getting Started with Microsoft Stream

- Introduction to Microsoft Stream
- Uploading and sharing videos
- Video search
- Video customization



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