10-Hour Training Plan (Focused Tools Only)

Tools Covered: **Excel, PowerPoint, OneDrive, Teams, SharePoint, Power BI, Whiteboard**
Structure: 5 Days × 2 Hours/day

🗓 Day 1: Cloud Foundation & Collaboration Essentials (OneDrive + Teams)

1. Introduction to OneDrive

- Features and uses
- *Hands-on Activity: Setting up OneDrive*

2. Introduction to Teams

- Navigating the interface
- Communication and collaboration features
- *Hands-on Activity: Setting up a Team and channels*

⏱ **Total Time**: ~2 hours
✅ Objective: Understand file storage (OneDrive) and real-time collaboration basics (Teams)

🗓 Day 2: Advanced Collaboration with Teams & SharePoint

1. Advanced Features of Microsoft Teams

- Integrations with Power Automate & Power BI
- Using Teams for meetings and webinars
- Teams and SharePoint integration

2. Introduction to SharePoint

- Creating & managing SharePoint sites
- Using web parts, creating pages
- *Hands-on Activity: Collaborating on documents in SharePoint*

⏱ **Total Time**: ~2 hours

✅ Objective: Collaborate effectively across Teams and SharePoint with app integration

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🗓 **Day 3: Visual Collaboration & Task Management (Whiteboard + PowerPoint Intro)**

1. Introduction to Whiteboard

- Features and use cases

- *Hands-on Activity: Creating a collaborative whiteboard*

2. Introduction to PowerPoint

- Real-time collaboration with Teams & OneDrive

- Presenter View, Speaker Notes

- *Hands-on Activity: Creating a presentation*

⏱ **Total Time**: ~2 hours

✅ Objective: Explore visual communication tools and cloud-connected presentations

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🗓 **Day 4: Data Presentation with Power BI & Excel Basics**

1. Introduction to Power BI

- Basics of Power BI

- Embedding reports in Teams and SharePoint

- *Hands-on Activity: Creating a Power BI dashboard*

2. Excel: Customizing for Efficiency

- Excel interface & Quick Access Toolbar

- Using templates, themes, and formatting styles

⏱ **Total Time**: ~2 hours

✅ Objective: Build impactful visuals with Power BI and streamline Excel use

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🗓 **Day 5: Excel Advanced + Copilot**

1. Automating & Analyzing Data in Excel

- Flash Fill, AutoFill, Quick Analysis

- IF, VLOOKUP/XLOOKUP, TEXTJOIN

- PivotTables & PivotCharts

2. Copilot in Excel

- Creating formulas and visualizing data using AI

- *Q&A/Data scenarios for Copilot use*

⏱ **Total Time**: ~2 hours

✅ Objective: Leverage Excel automation and AI for productivity

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💡 **Outcome**

By the end of this 5-day course, participants will:

- Store and manage cloud files securely (OneDrive)

- Collaborate through Teams, SharePoint, and Whiteboard

- Analyze and present data using Excel and Power BI

- Deliver engaging cloud-enabled presentations (PowerPoint)