

3-day bootcamp for MS Office

Duration: 24 Hours

Course Overview: This course empowers end users with the essential knowledge and hands-on skills to work effectively within the Microsoft 365 ecosystem. Participants will gain confidence in managing email and calendar with Outlook, collaborating in real time with Teams and SharePoint, and creating professional documents using Word, PowerPoint, and Excel. The course is tailored to promote productivity, streamline teamwork, and ensure best practices in a digital workplace environment..

Target Audience:

- 🔍 Office professionals working in hybrid or remote setups
- 🔍 New hires or users transitioning to Microsoft 365
- 🔍 Business users looking to improve communication, collaboration, and documentation
- 🔍 Teams involved in document creation, analysis, and presentations
- 🔍 Non-technical employees who want to make full use of Microsoft Office tools

Module 1: Using Outlook Online (OW)

Learn to manage your email, calendar, and contacts effectively using Outlook on the Web.

Lessons:

- Manage Email
- Managing Calendars
- Managing Contacts
- Configuring Outlook Options
- Working with attachments
- Create, send, and reply to email
- Search and filter email
- Create appointments
- Manage reminders

- Add and share calendars
 - Add and update contact information
 - Import contacts, create groups, and search contacts
 - Use automatic rules to manage and organize email
 - Manage distribution groups
 - Pin and categorize emails
 - Use Sweep and Archive tools
 - Access Shared Mailboxes
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Module 2: Collaborate with Microsoft Teams

Master collaboration using chat, meetings, calls, and file sharing through Microsoft Teams.

Lessons:

- Creating Teams
 - Adding members to the Team
 - Chat vs Conversations
 - Adding files
 - Joining a Team
 - Team permissions
 - Guest permissions
 - Channels & Private Channels
 - Channel posts and announcements
 - @mentions and notifications
 - Email a channel
 - Scheduling and managing meetings
 - Adding meetings to channels
 - Recording meetings and sharing access
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Module 3: Working with SharePoint

Understand how to collaborate on documents and manage shared content through SharePoint.

Lessons:

- SharePoint Sites vs Pages

- Navigating a SharePoint site
 - Working with Document Libraries
 - Uploading, editing, and managing files
 - Check-in/Check-out
 - Version history and restore
 - Sharing files and setting permissions
 - Creating and using SharePoint Lists
 - Syncing SharePoint with your device
 - Using metadata, filters, and web parts
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Module 4: Creating Documents with Microsoft Word

Learn to create, format, and collaborate on professional documents.

Lessons:

- Navigating the Word interface
 - Applying styles and formatting
 - Inserting tables, images, and charts
 - Using headers, footers, and page numbers
 - Track changes and comments
 - Co-authoring and sharing
 - Saving and exporting options
 - Accessibility and proofreading tools
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Module 5: Designing Presentations with Microsoft PowerPoint

Discover how to build impactful presentations using PowerPoint.

Lessons:

- Creating slides and layouts
- Inserting images, videos, and charts
- Applying transitions and animations
- Using Slide Master and templates
- Speaker notes and presentation mode
- Sharing and collaborating on slides

- Converting to PDF
 - Tips for visual storytelling & AI Introduction
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Module 6: Working with Data in Microsoft Excel

Learn to manage, analyze, and visualize data using Excel.

Lessons:

- Navigating the Excel interface
- Formatting cells and ranges
- Using formulas and functions
- Sorting and filtering data
- Creating charts and tables
- Conditional formatting
- PivotTables & Dashboards
- Sharing and protecting workbooks

AI-Powered Features:

- Using Ideas in Excel to generate smart insights and summaries
- Natural language queries in Ideas: Ask questions like “Show me total sales by region”
- Data Types: Use rich AI-powered data types (e.g., Geography, Stocks)
- Predictive Forecasting: Generate trend forecasts and line projections
- Copilot in Excel (if licensed)