# Microsoft Office 365 Training Course

Professional Development Training Course Outline

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|---|---|---|---|
| **Category** | Development | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

In today's fast-paced digital environment, mastering Microsoft Office 365 is a necessity for every professional, entrepreneur, and organization striving for operational excellence. Microsoft Office 365 Training Course is designed to equip learners with hands-on skills in Office 365 applications including Word, Excel, PowerPoint, Outlook, Teams, OneDrive, and SharePoint. With powerful cloud integration, real-time collaboration tools, and AI-enhanced features, Microsoft Office 365 is a critical platform for productivity and efficiency across industries.

This course provides comprehensive training modules enriched with real-world case studies, strategic use scenarios, and best practices. Whether you're an IT administrator, HR specialist, project manager, student, or remote worker, you'll gain proficiency in cloud-based communication, data analysis, workflow automation, and document management. By the end of the course, learners will be confident Office 365 power users, capable of streamlining tasks and improving digital collaboration in any organizational setting.

## Programme Curriculum

**Microsoft Office 365 Training Course**

**Introduction**

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collaboration in any organizational setting.

**Course Objectives**

1. Develop advanced skills in Microsoft Word for cloud-based document creation and editing
2. Master Microsoft Excel for data analytics, pivot tables, and formulas
3. Enhance productivity with PowerPoint design and dynamic presentations
4. Manage professional communication using Outlook and calendar features
5. Maximize team collaboration using Microsoft Teams for remote and hybrid environments
6. Store, share, and sync files securely with OneDrive for Business
7. Utilize SharePoint for workflow automation and team site creation
8. Integrate Microsoft Office apps for seamless digital workplace workflows
9. Learn security features and compliance protocols in Office 365
10. Customize Office 365 tools with settings and user preferences
11. Manage users and roles in the Microsoft 365 Admin Center
12. Implement automation through Power Automate and task scheduling
13. Analyze business insights using Microsoft Forms and Power BI integration

**Target Audience**

1. Corporate professionals seeking digital upskilling
2. Remote employees improving virtual collaboration
3. Students aiming for career readiness in tech
4. Admin assistants managing workflows efficiently
5. IT support personnel handling Office 365 environments
6. Project managers overseeing digital documentation
7. Small business owners implementing cloud tools
8. Educators enhancing virtual teaching delivery

**Course Duration: 5 days**

**Course Modules**

**Module 1: Mastering Microsoft Word**

- Creating and formatting professional documents
- Inserting images, tables, and styles for reports
- Using track changes and collaborative review
- Saving and sharing files via OneDrive
- Automating repetitive tasks with Quick Parts
- **Case Study**: Creating a branded proposal template for a marketing agency

**Module 2: Advanced Excel Techniques**

- Functions, formulas, and conditional formatting
- Creating PivotTables and PivotCharts
- Data visualization with charts and graphs
- Using Excel for budgeting and forecasting
- Protecting sheets and managing data access
- **Case Study**: Financial analysis for a retail business using Excel dashboards

**Module 3: Dynamic PowerPoint Presentations**

- Slide design with templates and transitions
- Embedding media and hyperlinks

- Presenter view and animation customization
- Collaborating and commenting in shared slides
- Exporting slides as videos or PDFs
- **Case Study**: Designing an investor pitch deck for a startup

**Module 4: Outlook and Email Management**

- Managing inbox with rules and folders
- Scheduling meetings and appointments
- Integrating contacts and tasks with calendar
- Security features for email protection
- Organizing emails with categories and search
- **Case Study**: Organizing departmental communication in a corporate office

**Module 5: Teamwork with Microsoft Teams**

- Setting up channels and teams for projects
- Hosting virtual meetings and screen sharing
- Chat, file sharing, and collaboration features
- Integrating with Planner and other Office apps
- Recording meetings and tracking attendance
- **Case Study**: Coordinating a virtual product launch event

**Module 6: Managing Files with OneDrive**

- Uploading, syncing, and sharing documents
- Version control and file history access
- Offline access and mobile integration
- Setting permissions and sharing links
- Troubleshooting sync issues
- **Case Study**: Centralized cloud storage for a distributed sales team

**Module 7: SharePoint and Digital Workflows**

- Creating team sites and pages
- Sharing documents with controlled access
- Using document libraries and metadata
- Automating workflows with Power Automate
- Customizing web parts and dashboards
- **Case Study**: Implementing an HR document repository with approval workflows

**Module 8: Office 365 Admin and Automation Tools**

- Admin Center overview and user roles
- Managing licenses and subscriptions
- Setting security and compliance policies
- Creating flows with Power Automate
- Integrating with Power BI for reporting
- **Case Study**: Setting up a compliance-driven dashboard for healthcare services

**Training Methodology**

- Hands-on practical sessions with real-time exercises
- Interactive quizzes and scenario-based challenges
- Video tutorials and step-by-step user guides
- Weekly live sessions and instructor Q&A

- End-of-module assessments and certifications

**Register as a group from 3 participants for a Discount**

**Send us an email: info@fineskilltrainingcenter.org or call** *+254769199797*

***Certification***

*Upon successful completion of this training, participants will be issued with a globally- recognized certificate.*

***Tailor-Made Course***

*We also offer tailor-made courses based on your needs.*

**Key Notes**

**a.** The participant must be conversant with English.

**b.** Upon completion of training the participant will be issued with an Authorized Training Certificate

**c.** Course duration is flexible and the contents can be modified to fit any number of days.

**d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

**e.** One-year post-training support Consultation and Coaching provided after the course.

**f.** Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

Ready to enroll or request a customized program? Book online or contact us:

**Register Online Now**

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com