INTERNATIONAL TRAINING INSTITUTE



Microsoft 365

3-Day - Workshop

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- Working with tables, charts, and SmartArt 4
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- Adding speaker notes and preparing to present 4

- Running a slideshow and using presenter view 4
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- Using flags, search, and filters to manage mail 4
- Managing the calendar - appointments, meetings, and reminders 4
- Scheduling meetings and using the Scheduling Assistant 4
- Sharing calendars and checking others' availability 4
- Managing contacts and tasks 4
- Setting up signatures and automatic replies 4

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- Screen sharing, recording, and live captions 4
- Working with the Files tab and shared documents 4
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Course Overview

This three-day program is designed to help professionals work more efficiently using the core applications in Microsoft 365. Participants will build practical, everyday skills across Word, Excel, PowerPoint, Outlook, and Teams, along with the cloud tools that connect them, such as OneDrive and SharePoint.

The course focuses on doing real work faster and better - creating professional documents, managing and analysing data, building clear presentations, handling email and calendars, and collaborating with colleagues in the cloud. Each session is hands-on and based on real workplace tasks, so what participants learn can be applied immediately on the job.

By the end of the program, participants will be confident using Microsoft 365 as a connected productivity suite - saving time, reducing manual work, and producing higher-quality results in their daily work.

No advanced technical background is required. Basic familiarity with computers and Microsoft Office will be helpful but is not essential.

Learning Outcomes

By the end of this course, participants will be able to:

1. Navigate Microsoft 365 and use its core apps as a connected productivity suite
2. Store, organise, share, and manage files using OneDrive and SharePoint
3. Create, format, and structure professional documents in Microsoft Word
4. Use tables, styles, templates, mail merge, and co-authoring to produce consistent documents
5. Take, organise, and share notes using OneNote for team collaboration
6. Enter, organise, and manage data effectively in Microsoft Excel
7. Build formulas and modern functions such as XLOOKUP, IFS, and dynamic arrays to perform calculations
8. Analyse data using sorting, filtering, PivotTables, and charts
9. Create surveys, quizzes, and feedback forms and analyse results using Microsoft Forms
10. Design clear and professional presentations in Microsoft PowerPoint
11. Manage email, calendars, contacts, and tasks efficiently in Microsoft Outlook
12. Collaborate, chat, and run meetings using Microsoft Teams
13. Manage and track work using Planner and To Do
14. Co-author documents and apply best practices for file management, security, and productivity in the workplace
15. Understand Microsoft 365 Copilot and how AI can support everyday productivity

Day 1 - Foundations & Documents

Module 1: Getting Started with Microsoft 365

- Overview of Microsoft 365 and how the apps work together
- Understanding the cloud - desktop apps vs web apps
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- Using To Do for personal task management

Bonus Module: Introduction to Microsoft 365 Copilot

- What Microsoft 365 Copilot is and how it works
- Where Copilot appears across Word, Excel, PowerPoint, Outlook, and Teams
- A quick look at what Copilot can do - drafting, summarising, and analysing
- Understanding what Copilot can and cannot do
- Data privacy and responsible use in the workplace
- How to get started and where to learn more

Practical Activities

Each day includes dedicated hands-on sessions where participants work through real workplace scenarios to apply the concepts covered. Activities are structured progressively across the three days:

- Day 1 - Organising files in OneDrive and SharePoint, creating and formatting professional documents in Word, and co-authoring and sharing files with OneNote
- Day 2 - Building formulas and functions in Excel, analysing data with PivotTables and charts, and creating a survey using Microsoft Forms
- Day 3 - Designing a presentation in PowerPoint, managing email and calendars in Outlook, and collaborating with Teams, Planner, and To Do

Who Should Attend?

- Professionals who want to work smarter and faster using Microsoft 365
- Finance, operations, HR, and administrative staff
- Business analysts and data analysts seeking to improve their productivity
- Managers and team leaders responsible for reporting and communication
- Customer service and administration officers
- IT professionals supporting productivity and collaboration initiatives
- Students and graduates seeking practical, in-demand office skills for the workplace

Prerequisites

No prior experience with Microsoft 365 is required. Basic familiarity with computers and Microsoft Office applications such as Word, Excel, and PowerPoint will be helpful but is not essential.

Course Duration

- Duration: 3 Days - 9 AM to 5 PM each day
- Mode: Face-to-face / Instructor-led
- Includes hands-on practical sessions each day

Certification

Participants who successfully complete the workshop will be awarded a Certificate of Attainment from the International Training Institute.