



MICROSOFT 365 TRAININGS

Find our lesson plans and the competencies summary taught in our trainings.



Competencies Table

Targeted competencies	OFF-101
Facilitate the adoption of Microsoft 365 (M365) tools.	✓
Learn the best practices for working in the cloud with M365.	✓
Understand where and how documents are saved in M365.	✓
Access its tools and documents at any time from the Office Portal	✓
Know about new M365 features added to usuals Office applications (Word, Excel, etc.).	✓
Understand the role of some common M365 apps such as Teams, Planner, SharePoint, Forms, etc.	✓
Identify M365 apps that could make your team more efficient.	✓

OFF-101

Discover the essentials components of Microsoft 365 at the office



Objectives

With this training, participants will be able to:

- Understand what it means to work in the cloud
- Access their Microsoft 365 tools at any time
- Create and save documents in Microsoft 365
- Know and identify Microsoft 365 applications that will help teams be more efficient
- Use cases with SharePoint and Teams

Practical information

Duration	3 hours
Level	Beginner
Number of participants	7 participants
Languages available	English - French

Prerequisites

General knowledge of the Windows environment

Target audience

All staff members using Microsoft 365

Content

1- Introduction to the Microsoft 365 ecosystem

- Particularities of working in cloud mode
- Discover the Office portal
- Using Outlook online and OneDrive

2-What's new in Microsoft 365

- Compare local and online versions of Microsoft 365 applications
- Saving files to the Microsoft 365 cloud
- Using Help

3-Using Microsoft 365 apps

- Ways to access them
- Overview of common apps

4- SharePoint and Teams use cases

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months

Microsoft
Partner



YOUR LEARNING PARTNER

For more than twenty years, we have been supporting companies towards efficiency through the acquisition of new skills on their Microsoft 365 software.

Professional efficiency | Collaborative work | Office automation | Cloud Computing Environment | Business intelligence | Project management

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