

Microsoft 365 User Overview

Total Credit Hours: 48

Tools Covered: Microsoft Word, Excel, PowerPoint, Outlook, Teams, OneDrive, SharePoint, OneNote, To Do, Planner, and Forms.

Course Outline

Module 1: Introduction to Microsoft 365

- Understanding Microsoft 365 and its workplace applications.
- Signing in and navigating the workspace.
- Understanding web, desktop, and mobile apps.
- Managing account settings and basic security.

Module 2: Document Creation with Microsoft Word

- Creating, saving, and organizing documents.
- Formatting text, paragraphs, and page layouts.
- Adding tables, images, headers, and footers.
- Using templates, comments, and Track Changes.
- Practical task: Create and review a professional business document.

Module 3: Spreadsheet Essentials with Microsoft Excel

- Understanding workbooks, worksheets, cells, and data types.
- Entering, formatting, sorting, and filtering data.
- Using SUM, AVERAGE, COUNT, MIN, and MAX.
- Introduction to IF and conditional formatting.
- Creating tables and basic charts.
- Practical task: Build an expense tracker with a summary chart.

Module 4: Presentation Design with Microsoft PowerPoint

- Creating presentations using themes and layouts.
- Adding images, tables, charts, and SmartArt.
- Applying consistent fonts, colors, and alignment.
- Using transitions, animations, and speaker notes.
- Practical task: Design and deliver a business presentation.

Module 5: Email and Calendar Basics with Microsoft Outlook

- Composing, replying to, and forwarding professional emails.
- Managing attachments and sharing file links.
- Organizing messages using folders, categories, and flags.
- Creating appointments and meeting invitations.
- Searching emails and managing contacts.
- Practical task: Organize an inbox and schedule a team meeting.

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Course Outline | Continued

Module 6: Team Communication with Microsoft Teams

- Understanding teams, channels, and chats.
- Sending messages and using mentions.
- Scheduling and joining online meetings.
- Sharing screens and collaborating on files.
- Following professional online meeting etiquette.
- Practical task: Conduct a collaborative team meeting.

Module 7: File Management with OneDrive and SharePoint

- Understanding personal work files and shared team files.
- Uploading, organizing, and accessing cloud files.
- Managing viewing and editing permissions.
- Collaborating through real-time co-authoring.
- Using version history and restoring deleted files.
- Practical task: Organize and share a team document workspace.

Module 8: Notes and Task Management

- Creating notebooks, sections, and pages in OneNote.
- Organizing meeting notes and action items.
- Creating task lists and reminders in Microsoft To Do.
- Assigning tasks and tracking progress in Planner.
- Practical task: Build a team task board.

Module 9: Surveys and Feedback with Microsoft Forms

- Creating forms, surveys, and quizzes.
- Choosing question types and response settings.
- Sharing forms and collecting responses.
- Reviewing results and exporting responses to Excel.
- Practical task: Create a feedback survey and summarize its results.

Module 10: Secure Working & Final Project

- Recognizing phishing emails and suspicious links.
- Using strong passwords and multifactor authentication.
- Reviewing sharing permissions and handling sensitive information.
- Applying file naming and organization practices.
- Final project: Plan a team event using a Word proposal, Excel budget, PowerPoint presentation, Outlook invitation, Teams meeting, shared files, task board, and feedback form.

Learning reference: [Microsoft 365 documentation](#).