

Understanding Microsoft 365 & Outlook Essentials

Total Credit Hours: 48

Tools Covered: Microsoft 365 web apps, Outlook, Calendar, People, Word, Excel, PowerPoint, OneDrive, SharePoint, Teams, OneNote, and To Do.

Course Outline

Module 1: Microsoft 365 Workplace Foundations

- Understanding how email, files, meetings, and documents work together.
- Signing in and navigating Microsoft 365 apps.
- Understanding web and desktop applications and account access.
- Practical task: Locate the apps and files needed for a sample office role.

Module 2: Cloud Files & Shared Access

- Uploading and organizing personal work files in OneDrive.
- Accessing team documents through SharePoint.
- Sharing links with appropriate viewing and editing permissions.
- Practical task: Create a shared folder structure for a small project.

Module 3: Essential Documents with Word

- Creating a business letter or project brief from a template.
- Formatting text, page layouts, tables, and images.
- Reviewing documents using comments and co-authoring.
- Practical task: Prepare and share a project brief for review.

Module 4: Essential Spreadsheets with Excel

- Entering and formatting data in a structured worksheet.
- Using basic formulas, sorting, and filtering.
- Creating a simple chart to communicate results.
- Practical task: Build a project budget or attendance tracker.

Module 5: Essential Presentations with PowerPoint

- Organizing ideas into clear slides.
- Using themes, layouts, images, and charts.
- Preparing speaker notes and sharing presentations.
- Practical task: Create a short project update presentation.

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Course Outline | Continued

Module 6: Outlook Email Essentials

- Composing professional emails and using To, Cc, and Bcc.
- Managing replies, signatures, attachments, and cloud file links.
- Organizing messages with folders, categories, and flags.
- Practical task: Send a project update with correctly shared documents.

Module 7: Outlook Organization & Follow-Up

- Finding messages using search and filters.
- Creating basic inbox rules and automatic replies.
- Using contacts and Microsoft To Do for follow-up actions.
- Practical task: Organize project emails and track pending responses.

Module 8: Calendar & Teams Meetings

- Scheduling appointments, recurring meetings, and reminders.
- Checking availability and responding to invitations.
- Joining Teams meetings, sharing screens, and using meeting chat.
- Practical task: Arrange and conduct a project review meeting.

Module 9: Connected Team Working

- Collaborating on files through Teams and shared links.
- Capturing meeting notes and decisions in OneNote.
- Assigning clear owners and deadlines to follow-up actions.
- Practical task: Run a document review from email invitation to final approval.

Module 10: Security & Integrated Final Project

- Recognizing phishing and protecting sign-in credentials.
- Checking recipients and shared file permissions.
- Using version history to recover earlier work.
- Final project: Deliver a small office project with a Word brief, Excel tracker, PowerPoint update, organized Outlook inbox, Teams review meeting, and documented follow-up actions.

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