



# Microsoft Office 365 Course

A 5-star rated course from the training experts

# Microsoft Office 365 Course

This is a one-day training course that gives you an introduction to using Microsoft Office 365 features and shortcuts

## Introduction

This hands-on course introduces new users to Office 365, covering key features like editing SharePoint pages and syncing folders.

By the end, participants will confidently navigate Office 365. Our training ensures a smooth transition with minimal disruption, including coverage of Microsoft Office 2016.

## Who would benefit from this course?

This course is designed for people who are new to MS Office 365 or have little experience in using MS Office 365.

## Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online from £590. Please email or call us with your preferred venue, number of delegates and any requests.

## Classroom & Online Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online courses are available for people anywhere in the world with internet access.

You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

Great training, carried out at a pace and level we could follow, we were encouraged to ask questions and with the course being small meant we could get the most out of it.

Nikki Walker  
Mentor Graphics



# Microsoft Office 365

## Course Outline

This course is a private course and can be adapted to your specific requirements but typically covers the following topics

Traditional 'Apps' – Understanding the new features of:

- Outlook
- Excel
- Word
- PowerPoint

### OneDrive

- OneDrive Capabilities
- OneDrive Options
- Version History
- Syncing to the Desktop
- Syncing to the Computer

- Syncing SharePoint files
- Managing OneDrive for Business
- Managing Files in File Explorer

### SharePoint Administration

- Create sites
- Delete sites
- Manage sharing settings at the organization level
- Add and remove site admins
- Manage site storage limits

### Teams

- Getting to grips with Teams and its major features
- Using the Audio and Video Calling features
- Managing and using Chats and Teams
- Collaboration – work together on the

same file and the same time

- Online Webinars, Conferencing Calls, scheduled meetings – use Teams to set up and manage meetings
- Add additional 365 Apps and connect to SharePoint sites

### New 365 'Apps' Overview

- To-Do
- Forms
- Planner
- Bookings
- Lists
- Whiteboard
- Power Automate

TO BOOK SEE NEXT PAGE

Google

5.0 ★★★★★

I found the course easy to understand and very relevant to the work I do.

Have found out things I didn't know and have found it very useful.

Gill Dally  
One Manchester

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.



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## Why Choose M Training's Microsoft Office 365 Training Course

- Run by an experienced trainer
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient locations in Manchester, Leeds, Liverpool and Online.
- Choose from one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

## Private Courses and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course or £590 (full day) for a private online course.

These courses are ideal if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or Online.

## How to Book

To reserve your place on our 1 Day Microsoft Office 365 course, simply, send us an email or give us a call.

We offer private and In-House training on request.

Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)

Call: 0161 226 6032

Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)

We offer group booking discounts for two or more delegates.

The course was really useful, the trainer was very knowledgeable and used examples that we could relate to.

Abigail Kumanan |  
British Council

