# Working Smarter with Microsoft 365 Training

Duration: **1 Day**

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## Overview

Microsoft 365 is a comprehensive productivity platform that enables organisations to work more efficiently through cloud-based applications and collaboration tools. It brings together services such as Outlook Online, OneDrive for Business, and Microsoft Teams while seamlessly integrating with the familiar Microsoft Office applications.

This one-day course is designed for existing Microsoft Office users who want to expand their knowledge of Microsoft 365 and discover smarter ways of working. Participants will explore the platform's key applications, learn how they support collaboration and productivity, and understand how Microsoft 365 can help modernise everyday business processes.

## Prerequisites

To attend this course, learners should have:

- A basic understanding of Microsoft Office applications and Microsoft Outlook
- General computer skills

Advanced experience with Microsoft Office products is not required.

For learners attending through a Virtual Classroom or "Attend from Anywhere" delivery method, a dual-monitor setup is recommended to provide a more effective learning experience.

## What You Will Learn

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

- Explain what Microsoft 365 is and understand its role in supporting digital transformation.
- Navigate confidently within the Microsoft 365 environment.
- Use the core features of Outlook Online, OneDrive for Business, and Microsoft Teams.
- Recognise how Microsoft Forms, Planner, and OneNote can improve productivity and collaboration.
- Identify opportunities to use Microsoft 365 applications to support modern workplace practices.

## Outline

### Module 1: Modern Ways of Working

- Introduction to Microsoft 365
- Understanding Microsoft 365 adoption
- What is digital transformation?
- Why digital transformation matters for organisations
- Key factors for a successful digital transformation strategy

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## Module 2: Exploring the Microsoft 365 Environment

- Overview of the Microsoft 365 platform
- Understanding Microsoft's evergreen update model
- Accessing Microsoft 365 services
- Signing in and signing out securely
- Overview of the core Microsoft 365 applications
- Navigating the Microsoft 365 interface
- Using the App Launcher
- Exploring My Day
- Managing information with My Content

## Module 3: Core Microsoft 365 Applications

### Outlook Online

- Managing email through the web interface
- Working with calendars and contacts
- Improving day-to-day communication

### OneDrive for Business

- Secure cloud file storage
- Sharing documents with colleagues
- Synchronising files across devices
- Managing document access

### Microsoft Teams

- Team communication and collaboration
- Online meetings and video conferencing
- Sharing files and working together on documents
- Organising work through teams and channels

## Module 4: Additional Productivity Applications

### Microsoft Forms

- Creating surveys and forms
- Collecting and analysing responses
- Gathering feedback efficiently

### Microsoft Planner

- Planning projects and tasks
- Assigning responsibilities
- Monitoring team progress

### Microsoft OneNote

- Creating and organising digital notebooks
- Capturing meeting notes and ideas
- Sharing information with colleagues

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- Supporting collaborative note-taking