

MS OFFICE 365, CLOUD SERVICES, SHAREPOINT

Objective

Offer a comprehensive blend of theoretical insights and hands-on practical skills, equipping individuals with a robust understanding of MS Office 365, adept utilization of cloud services, and proficient navigation of Sharepoint platforms.

Topics

- Use MS Office 365 tools - Word, Excel, PowerPoint, Outlook, and Teams - to successfully create and edit documents, tables, presentations to organize your email and calendars.
- Manage your files and information efficiently with cloud services - OneDrive and SharePoint - with easy access and sharing with others.
- Learn how to perform video conferencing and collaborate while working remotely with Microsoft Teams and other communication tools.
- Learn about data security and privacy principles to help protect information when working with cloud services.

Benefits and result

Acquire a profound understanding of streamlined work processes through the utilization of MS Office 365 tools and cutting-edge cloud technologies, strategically enhancing job efficiency and elevating time management practices. Develop hands-on expertise and advanced insights into the intricacies of MS Office 365 and cloud services, empowering you to implement innovative solutions that elevate the overall quality of work.