# Microsoft 365 Overview

**Category:** Modern Workplace & M365 | **Vendor:** Microsoft

**Duration:** 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

## Course Information

**Delivery Format:** Instructor Led - Online

## Course Overview

Understand the different components of Microsoft 365

Learn how to use Microsoft 365 to improve productivity

Gain hands-on experience with Microsoft 365 applications

## About This Course

Understand the different components of Microsoft 365

Learn how to use Microsoft 365 to improve productivity

Gain hands-on experience with Microsoft 365 applications

# Detailed Course Outline

Course Outline:

Module 1: Introduction to Microsoft 365

—  What is Microsoft 365?

—  The benefits of using Microsoft 365

—  The different components of Microsoft 365

Module 2: Word

—  Creating and editing documents

—  Formatting documents

—  Collaborating on documents

Module 3: Excel

—  Creating and editing spreadsheets

—  Using formulas and functions

—  Creating charts and graphs

Module 4: PowerPoint

—  Creating and editing presentations

—  Adding multimedia to presentations

—  Delivering presentations

Module 5: Outlook

—  Managing email

—  Scheduling appointments

—  Using contacts and tasks

Module 6: Teams

—  Using Teams for chat and collaboration

—  Creating and managing teams

—  Using channels and tabs

Module 7: OneDrive

—  Storing and sharing files in the cloud

—  Syncing files between devices

—  Collaborating on files

Module 8: SharePoint

—  Creating and managing SharePoint sites

—  Using SharePoint libraries and lists

—  Collaborating on SharePoint sites

# Additional Course Details

Nexus Humans Microsoft 365 Overview training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft 365 Overview course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

# Frequently Asked Questions

### Q: What delivery options are available for Microsoft 365 Overview?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

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### Q: How many CPD hours does this course provide?

The 1-day Microsoft 365 Overview course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the Microsoft 365 Overview training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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### Q: Do you provide corporate training for Microsoft 365 Overview?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft 365 Overview. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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### Q: Why choose Nexus Human for Microsoft 365 Overview?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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### Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft 365 Overview training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


## Nexus Human

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