

Microsoft 365 – Get started

Description

ChatGPT a dit :

This Microsoft 365 training provides participants with the knowledge and skills needed to navigate efficiently within the Microsoft 365 environment and access its many collaborative tools. Designed to meet the needs of modern professionals, Microsoft 365 centralizes all office applications, cloud services, and communication solutions in a single workspace.

By combining power and flexibility, this cloud-based solution transforms the way teams work and share information. Through this Microsoft Office 365 training, participants will learn how to manage their documents, organize communication, and collaborate in real time—no matter their device or location. The course covers all the main features to help everyone make the most of the tools offered by Microsoft.

Discover the essential foundations of Microsoft 365

Ideal for anyone wishing to effectively adopt the Microsoft suite, this training emphasizes simplicity, productivity, and security. By the end of the course, each participant will be able to use collaborative tools independently and efficiently while leveraging the power of the cloud to enhance their professional daily routine.

Course Content

Module 1: What is Microsoft 365? Module 2: Microsoft 365 plans and services included Module 3: Access Microsoft 365 Module 4: Explore Microsoft 365

- Microsoft 365 start page
- Microsoft 365 app launcher
- Explore all your apps

Module 5: Change account settings in Microsoft 365

- Change the theme
- Notifications settings
- Change your password

Module 6: Manage your Microsoft 365 profile

- Personal info
- Security & privacy
- App permissions

Module 7: Apps & devices

- Install Office apps on mobile devices, PCs, or Macs (subject to availability)
- Sign out of Office on devices

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Digital courseware included

Participant profiles

- Users wishing to become familiar with Microsoft 365
- Employees looking to improve their digital productivity
- Managers or decision-makers seeking to understand the benefits of Microsoft 365
- Assistants, team leaders, or trainers working in an office environment

Prerequisites

- Practical knowledge of Windows operating systems
- A good command of Microsoft Office

Objectives

- Understand the structure and functionality of Microsoft 365
- Identify the main plans and included services
- Access and navigate efficiently within the Microsoft 365 environment
- Use the main applications and the app launcher
- Customize account settings and notifications
- Manage your profile and data privacy

Description

Microsoft 365 Training – Getting Started

Niveau

Fondamental

Classroom Registration Price (CHF)

500

Virtual Classroom Registration Price (CHF)

475

Duration (in Days)

0.5

Reference

MO365-11