Microsoft 365 – What's New

Description

This one-day course will help you make the most of the new features in Microsoft 365. Discover how Office tools have evolved to make your work smoother, faster, and more collaborative. The latest versions of Word, Excel, PowerPoint, and Outlook now include powerful new features designed to enhance your everyday productivity.

Discover the essential new features of Microsoft 365

Microsoft tools are at the heart of modern work. This course guides you through the key changes in the suite. You'll learn how to take advantage of the latest Microsoft Office 365 updates while mastering the new interfaces and collaborative options. Whether you're a regular or occasional user, this one-day training will help you adopt best practices and work more efficiently.

Course Content

- The main changes in Microsoft 365
- What's new in Word
- What's new in Outlook
- What's new in Excel
- What's new in PowerPoint

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital courseware included

Participant profiles

- Employees wishing to discover the new features of Microsoft 365
- Administrative and executive assistants
- Project managers and coordinators
- Managers and team leaders using Office tools daily
- Corporate trainers or office software specialists

Prerequisites

- Have previously used a basic version of the Office suite

Objectives

- Identify the main changes introduced in Microsoft 365
- Discover the new Word features and their practical uses
- Use Outlook's new tools to better organize your tasks
- Leverage Excel's latest updates to enhance data analysis

Description

Microsoft 365 Training – What's New
Niveau
Fondamental
Classroom Registration Price (CHF)
650
Virtual Classroom Registration Price (CHF)
600
Duration (in Days)
1
Reference
MO365-12