

**Advanced Microsoft 365 Productivity**

**Course Number:** OFC-126  
**Duration:** 2.5 days

**Overview**

This Advanced Microsoft 365 training course teaches attendees more sophisticated techniques to take their Microsoft Teams, PowerPoint, Word, Excel, and Outlook productivity to the next level.

Accelebrate welcomes the opportunity to tailor the topics and duration of this class to include only the Microsoft 365 applications and features of interest to your group.

**Prerequisites**

Attendees must have taken Accelebrate's [Microsoft 365 Productivity](file:////training/microsoft-365-tools-productivity) course or the equivalent experience with Teams, PowerPoint, Word, Excel, and Outlook.

**Materials**

All attendees receive quick reference guides on all applications taught.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365 and Microsoft Teams
* Related lab files that Accelebrate will provide
* For classes delivered online, all participants need either dual monitors or a separate device logged into the online session so that they can do their work on one screen and watch the instructor on the other. A separate computer connected to a projector or large screen TV would be another way for students to see the instructor's screen simultaneously with working on their own.

**Objectives**

Attendees learn how to leverage the advanced features of Microsoft 365's components for:

* Understand MS 365 applications and advantages
* Become a Teams Advanced User
* Use the Advanced Features in PowerPoint 365
* Use the Advanced Features in Word 365
* Use the Advanced Features in Excel 365
* Use the Advanced Features in Outlook 365

**Outline**

* Introduction
* Advanced Microsoft Teams
  + Becoming a Teams Advanced User
  + Using Hidden Chat Features
  + Adding in More Chat Features
  + Taking Teams and Channels to the Next Level
  + File Management on Teams
  + Adding in More Channel Features
  + Knowing when to use SharePoint on a Teams Site
* Advanced PowerPoint
  + Using Master Views
  + Best Ways to Format Quickly
  + Importing Slides from Another Presentation
  + Working with Pictures and Graphics
  + Working with Sound and Video
  + Using Transitions and Animations Effectively
* Advanced Word
  + Taking Styles to the Next Level
  + Best Ways to Format Quickly
  + Using Design Templates
  + Using Bookmarks
  + Creating Hyperlinks
  + Working with Long Documents
* Advanced Excel
  + Using Multiple Worksheets Effectively
  + Advanced Functions (IF, XLOOKUP, SUMIFS, IFERROR)
  + Using Pivot Tables and Pivot Charts
  + Automating Actions with Power Query
  + Automating Actions with Macros
* Advanced Outlook
  + Organizing Emails by using colors and flags
  + Using Rules
  + Using Quick Steps
  + Using Calendar Effectively
  + Using Contacts Effectively
  + Using Tasks Effectively
* Conclusion