

**Microsoft 365 Productivity**

**Course Number:** OFC-124  
**Duration:** 2.5 days

**Overview**

This private, online Microsoft 365 training teaches users of earlier versions of Microsoft Office and newer Microsoft 365 users the skills they need to get the most out of the latest features in Microsoft Teams, PowerPoint, Word, Excel, and Outlook. Attendees learn how to maximize their productivity in each of five Microsoft 365 components: Teams, PowerPoint, Word, Excel, and Outlook.

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 should have some prior Microsoft 365 experience with Teams, PowerPoint, Word, Excel, and Outlook (an earlier version is fine).

**Materials**

All attendees receive a quick reference guide on each component 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 use the most important new features in Microsoft 365 for the following five applications:

* Understand the benefits of MS 365
* Using Teams for communications and collaboration
* Get the most out of the new features in PowerPoint
* Get the most out of the new features in Word
* Get the most out of the new features in Excel
* Get the most out of the new features in Outlook

**Outline**

* Introduction
* 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
* PowerPoint
  + Customizing the Quick Access Toolbar
  + Keyboard Commands and Tricks
  + Getting Efficient in using Views
  + 3 Ways to Create New Presentation
  + Top 5 Commands
  + Newer Features that are Amazing
  + Quick Transitions and Animation
* Word
  + Customizing the Quick Access Toolbar
  + Keyboard Commands and Tricks
  + Top 5 Commands
  + Working with Styles
  + Working with Tables
  + Working with Insert Menu
  + Newer Features that are Amazing
* Excel
  + Customizing the Quick Access Toolbar
  + Keyboard Commands and Tricks
  + Top 5 Commands
  + Working with Tables
  + Newer Features that are Amazing
* Outlook
  + Customizing the Quick Access Toolbar
  + Using the Panes Efficiently
  + Top 5 Ways to Search
  + Newer Features that are Amazing
  + Using the Calendar Effectively
* Conclusion