SUPERCHARGING WITH **MICROSOFT 365**

COURSE **OVERVIEW**

Microsoft 365 Business Essentials is a powerful, full-featured application suite well-suited for businesses that need business email, Office apps, and other business services. This course is designed to help you supercharge your work with the features and capabilities of MS 365 and to build basic skills competency in each application.

This one or two day course can be taught in person or virtually. PDUs are available: 5.5 for one day, 11 PDUs for two days.

Participants will learn these applications & services:

- Outlook
- Word
- Excel
- PowerPoint
- OneNote
- Access (PC only)

- Exchange
- OneDrive
- SharePoint
- Skype for Business
- Microsoft Teams
- Yammer

WHO SHOULD **ATTEND**

This course is intended for those with little to no formal training in Microsoft 365 who want to learn program navigation using the most common formulas and functions, tips and tricks, and productivity hacks. If you *were* fluent at one point but are now rusty with the technology, trust this training to brush up your skills, get you up to speed on all the MS Office changes, and enhance your capabilities within applications.

COURSE **MATERIALS**

Students are provided a proprietary tool tips + keyboard shortcuts chart designed by our trainers specifically for this course. Attendees should have a license for Office 365 Business Essentials (or higher).

CLIENT **RECOMMENDATIONS**

Very efficient and friendly, a pleasure to work with. I received all positive comments from my team regarding the training sessions.
We continue to use their services and intend to keep using them. They bring great value and expertise to our team.

John
Co-Owner,
Suarez & Munoz
Construction, Inc.

Advisicon makes the complicated, simple. Their extensive experience produces amazing results.

Randy
Senior Project Manager, State of Oregon OIS

COURSE OBJECTIVES

Use Excel

- Use workbooks & cells
- Format tables & charts
- Analyze & chart data
- Use formulas and functions
- Use PivotTables and PivotCharts
- Collaboration tips
- Print workbooks

Use PowerPoint

- Create a presentation
- Create a template
- Basic features and functions
- Select a theme or template
- Advanced text editing
- Add graphics
- Modify objects
- Add charts & tables
- Presentation delivery

Work in Outlook

- Basic navigation & tricks
- Send, receive, organize
- Format text & images
- Maintain to-do's, contacts, and calendars
- Manage meetings
- Use Customer Manager
- Collaboration tips

Use Word

- Basic navigation
- Configuration tips
- Format text
- Use find & replace, format painter, and styles
- Enhance lists
- Use tables
- Insert graphics
- Format page appearance
- Spelling & grammar

Use OneNote

- Navigate customize the environment
- Use text, images, audio, links, etc.
- Embed spreadsheets and attach other files
- Categorize, organize, and search content
- Check spelling
- Use Outlook and OneDrive to share notebook content
- Export content, manage history & backups

Learn Industry Best Practices

- Running projects
- Managing teams
- Collaboration in applications

COURSE INSTRUCTORS & ACCREDITATION

This course will be taught by an experienced instructor, well-versed in the entire Microsoft stack. Your attendees will obtain indisepensable education on how to leverage software, both together and separately, to build better business practices and improve workflow.

Advisicon's goal is to improve your processes and technologies, thus creating measurable results. For over 25 years, we have successfully helped customers learn, scale, and grow.

PAIN POINTS
THIS COURSE HELPS!

MY TEAM ISN'T ON THE SAME PAGE.

Learn how to collaborate online with your team members and get them the deliverables they want in the format they need.

IT TAKES ME FOREVER TO GET ANYTHING DONE!

Diving into programs from scratch can feel like an impossible task. Learn how to quickly navigate between programs, access your files, and use shortcuts efficiently.

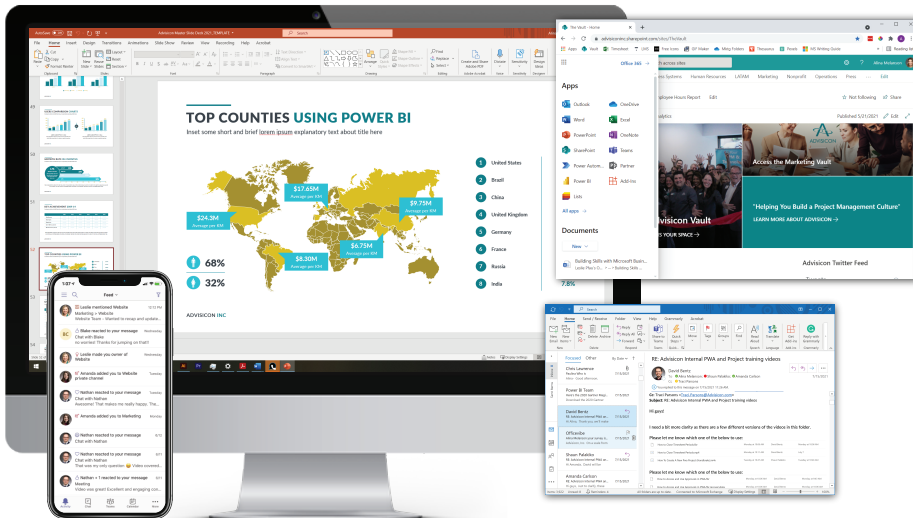### WE NEED TO COLLABORATE VIRTUALLY.

Microsoft's technology lets you meet online and see the same information as your coworkers, no matter your location.

IS THIS DOC CURRENT?

Eliminate document version issues by leveraging Microsoft's collaboration tools.

I'M TOO OLD SCHOOL.

Staying hip to the latest software makes you a valuable company asset. While you might not get everything in a day, gaining a firm foundational knowledge set allows you to continue to build upon your skills as you work in the programs.

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