Professional Microsoft Office 365 Course Outline

Module 1: Introduction to Microsoft Office 365

- What is Microsoft Office 365? Overview & Benefits
- Difference Between Office 365 & Traditional MS Office
- Office 365 Subscription Plans & Features
- Cloud-Based Collaboration & Accessibility

Module 2: Mastering Microsoft Word 365

- Creating & Formatting Documents
- Using Styles, Templates & Themes
- Advanced Editing Tools (Track Changes, Comments)
- Working with Tables, Images & SmartArt
- Mail Merge & Automated Document Generation

Module 3: Mastering Microsoft Excel 365

- Basic to Advanced Formulas & Functions
- Data Formatting & Conditional Formatting
- Pivot Tables, Charts & Data Analysis
- Power Query & Data Visualization Tools
- Automation with Macros & VBA

Module 4: Mastering Microsoft PowerPoint 365

- Creating Engaging Presentations
- Slide Master & Custom Themes
- Animations, Transitions & Multimedia Integration
- Presenter View & PowerPoint Live for Online Meetings
- Designing Professional Infographics & Reports

Module 5: Mastering Microsoft Outlook 365

- Email Management Best Practices
- Organizing Emails with Folders, Rules & Filters
- Calendar Management & Meeting Scheduling
- Tasks, Notes & To-Do Lists Integration
- Email Security & Encryption Features

Module 6: Mastering Microsoft OneDrive & SharePoint

- Understanding Cloud Storage & File Sharing
- Collaborating with Teams in Real-Time
- File Version Control & Document Security
- SharePoint Online for Team Collaboration
- Syncing Files Across Devices

Module 7: Mastering Microsoft Teams

- Setting Up & Managing Teams & Channels
- Hosting Meetings & Video Calls
- Screen Sharing & Live Presentations
- Integrating Teams with Outlook & Other Apps
- Using Teams for Remote Work & Collaboration

Module 8: Mastering Microsoft OneNote 365

- Digital Note-Taking & Organization
- Creating & Managing Notebooks, Sections & Pages

- Inserting Multimedia, Tables & Tags
- Sharing & Collaborating in OneNote
- Syncing Notes Across Devices

Module 9: Mastering Microsoft Access 365 (Database Management)

- Introduction to Databases & Tables
- Designing & Managing Queries
- Creating Reports & Forms
- Automating Tasks with Macros
- Integrating Access with Excel & Power BI

Module 10: Microsoft Office 365 Security & Administration

- Managing User Accounts & Permissions
- Office 365 Security Features & Compliance
- Data Loss Prevention & Backup Strategies
- Multi-Factor Authentication (MFA) & Secure Sign-In
- Troubleshooting Common Office 365 Issues

Final Module: Microsoft Office 365 Certification & Hands-On Projects

- Real-World Business Productivity Projects
- Microsoft 365 Certification Preparation
- Case Studies on Office 365 in Enterprises
- Certification of Completion & Career Path Guidance