

Microsoft 365 for End-users

Category: Office Applications | **Vendor:** Microsoft

Duration: 16.00 hours (2 days)

13.0 CPD Hours

Rating: ★ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

In this course, students will learn how to use different tools of Microsoft 365 for better online collaboration, including OneDrive, SharePoint, Teams, Excel, Outlook, Word, and PowerPoint.

About This Course

In this course, students will learn how to use different tools of Microsoft 365 for better online collaboration, including OneDrive, SharePoint, Teams, Excel, Outlook, Word, and PowerPoint.

Who Should Attend

The course is targeted at professionals who have never worked with Microsoft 365 before, or who have yet to move beyond its basic functions. The target audience typically includes individuals, professionals, and organizations who are looking to improve their productivity, collaboration, and communication using the suite of applications and services provided by Microsoft 365. This could include office workers, project managers, IT professionals, and small to large-scale businesses who want to maximize the benefits of cloud-based solutions for their daily operations.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Upon successfully completing this course, students will have confidence in using the Microsoft 365 applications. Students will increase their work productivity and decrease time on completing tasks.

Additional Course Details

Nexus Humans Microsoft 365 for End-users training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft 365 for End-users course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft 365 for End-users?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
 - Traditional Instructor-Led Classroom Training (ILT)
 - On-site delivery at your offices anywhere in United Kingdom
 - Private dedicated courses customized for your team
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Q: How many CPD hours does this course provide?

The 2-day Microsoft 365 for End-users course provides up to 13.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft 365 for End-users training?

The training takes place over 2 day(s), with each day lasting approximately 16.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft 365 for End-users?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft 365 for End-users. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft 365 for End-users?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:


- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft 365 for End-users training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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