Productivity Essentials with Office 365

CPD 24 units | 24 PL credits

Online Prework + 3 Days Classroom **or** 6 Virtual Sessions **or** Online Self-Paced

dbrownconsulting focuses on helping organizations and individuals achieve more with their data. We partner with CFA Society Nigeria to deliver world-class learning and professional development solutions to its members and candidates in Nigeria. We are also an accredited training provider of the Financial Modeling Institute based in Canada, Microsoft partners, a member of CPD UK.

Overview

Microsoft Office is the most used productivity tool in the world. Office 365 is the subscription based product from Microsoft that allows for monthly updates and whole lot of cloud based functionality that makes working as teams super productive.

This course teaches you the most productive features and techniques of the latest version of Office 365 (with emphasis on Word, Excel, PowerPoint, Outlook and Teams). You can expect hours of time savings each day by using these techniques.

This course is a blended course. You start with a rigorous online pre-work with short videos covering knowledge objectives. Then you have 3 options to continue with the course:

1. 3 days classroom session (7 hours a Day)
2. 6 Weeks of highly interactive Virtual Training (2 hrs a Week)
3. Online Self-Paced, all of the content at your own pace whenever you want to start.

Learning Outcomes

By the end of the course, you will be able to:

- practice the basic features of Office 365 via an eLearning platform
- organize and manage email productively with Outlook
- implement advanced rules and automations in Outlook
- identify and practice best practices for handling the most common analysis challenges in Excel
- Interpret exactly how the Excel engine works and use this knowledge to proffer solutions to various case study based exercises in class
- apply the most productive Automation features available in Word to cut down document creation and editing time
- effectively utilize similar features across the office suite: shapes, tables, pictures, SmartArt
- build engaging presentations by harnessing storytelling tools in PowerPoint
- engage your audiences by applying our productive structured approach to preparing presentations
- link Excel, Word and Outlook to automate mail merge and bulk document processing
- Understand the best scenarios to use Microsoft Teams to stay organized and build effective team collaboration tools
- Recall our top 5 productivity tips for the latest version the major applications in the Office 365 suite.

Online Pre-work

- you will be given access to this course's online pre-work platform on www.officetraininghub.com where you are required to complete all activities before attending the classroom sessions.
- Use the platform to document and discuss your expectations with colleagues and your instructor
- The platform features short videos that cover basic knowledge and skills in using Office 365. This is critical to prepare you for the classroom section of this course.
- You will have lifetime access to this platform so you can always ask for help after the course, you will also gain access to your digital certificate of completion from the platform

Online Prework Agenda Summary

You have over 100 short videos and text content to cover in this prework. You will gain access to it 2 weeks before the course and will have continued access to the platform after the course. Make sure you complete it and also download the exercise files you will be using in Class. Here are the chapters you will be covering.

- Getting Started with Office 365
- Office 365 Basics
- Word Essentials
- Excel Essentials
- PowerPoint Essentials
- Outlook Essentials
- Get Organised with Outlook Calendar
- Shortcuts Cheat sheets and guides

> ***The dbrown team made assimilating the volume of knowledge so easy! The competitive streak method used also made me eager to learn and perform better. The trainer's sense of humor also kept the class lively. Overall, I couldn't have learnt the office 365 tools better from anywhere else.***
>
> *– Ogunleye Ibrahim*

How to Register

Virtual: bit.ly/dbctraingCalendarRegistration
Self-Paced: bit.ly/OfficeTrainingHub
Email: training@dbrownconsulting.net
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...learning anywhere, everywhere.

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Microsoft Outlook

Email Etiquette
- Reply/Reply all syndrome, how to use To/Cc/BCc properly
- Scheduling email (Delay Delivery)
- Grammar & Spelling
- The Best of Use of "Subject"

Managing Appointments & To Dos
- Overview of Calendar in outlook
- Email Recall
- Managing and delegating task
- Adding holiday calendar to Outlook Calendar

Automating tasks with Rules and Folder
- Creating Folders
- Creating Simple Automation Rules
- Creating Advanced Automation Rules
- Getting organized and productive in Outlook

Top 5 Outlook Tips
- Getting organized with Groups
- Listening to mails
- Running Polls from Outlook
- Most Productive Outlook Shortcuts
- Highlight of the most productive new feature in Outlook

Microsoft Word

Planning a Report with outline view
- Introducing the Outline Tab
- Typing in Outline View
- Working with and modifying Styles
- Page Formatting & Numbering

Automating your Documents with Fields
- Introducing Fields
- Cover page
- Mastering Fields
- Inserting Pictures
- Dates and Charts in Word

Working with Large Documents
- Breaking up Large Documents with Outline View
- How to automate Collaboration with Large Documents
- How to Consolidate different sections/chapters of a large document

Top 5 Word Tips
- Use of the "Tell me Assistant"
- Using Templates
- Using Dictation
- Most Productive Outlook Shortcuts
- Highlight of the most productive new feature in Word

Microsoft PowerPoint

Maximize Efficiency with the Slide Master
- Creating presentation from scratch using Outline View
- Controlling the look and feel of your presentation with slides master,
- Adding headers and footers,
- Creating and Changing slides layout, filters
- Creating Sections, Changing Themes

Harnessing Artificial Intelligence & other tools to build your Presentation
- Maximize the use of Design Ideas
- Telling Stories with Smart art and shapes (cropping, merging, formatting)
- Working with text animations photos videos audio and multimedia
- Making use of tables, best practice for picture insert, how to insert tables, adding shapes diagram and chats
- Storytelling with Morph Transition features
- Using Morph Command with Texts and Pictures

Storytelling tips using PowerPoint
- Introducing the Pecha Kucha Presentation Style
- How to deliver an engaging presentation in less than 7 minutes
- Using Slide Master to build custom Layouts
- How to tell stories with shapes
- using Video, Audio, Text, Voice recording to create engaging presentations

Top 5 tips in PowerPoint
- Professional picture editing techniques
- Build your slides by uploading a Microsoft Word document
- How to rehearse a presentation with speaker notes
- Most Productive Outlook Shortcuts
- Highlight of the most productive new feature in PowerPoint

Microsoft Excel

Secrets of How Excel Works
- A short history lesson of Excel
- Introducing Excel Interface and Navigation
- Customizing Excel to work for you using Excel Option & Quick access Tool bar
- Introducing the New Calculation Engine and Dynamic Arrays
- Understanding how Functions work in Excel
- Using Flash Fill to automate text manipulations

Report Automation in Excel
- Report Automation in Excel
- Why you only need 3 Sheets to automate all your reports
- The 7 Golden Rules of Data
- The 4 ways to build reports in Excel
- How to control the way users use your reports
- Tips for automating data updates
- Building a Quick Dashboard with Pivot Tables & Charts

Top 5 Excel Productivity Tips
- Working in groups with Excel Online
- Top features of XLOOKUP
- Using the Ideas Artificial Intelligence feature
- Most Productive Excel Shortcuts
- Highlight of the most productive new feature in Excel

Collaboration with Microsoft Teams

Setting Up Teams
- Setup Teams for the first time
- Overview of the Teams interface
- Set your status messages
- Change themes

Working with Teams
- Creating teams and adding Team members
- Joining an existing Team
- Best practice for managing Channels
- Adding connectors to Teams

Messaging and Files
- Chats and sharing of files
- Emails via Teams
- Messages on Teams
- Bookmark messages

Collaborations
- Create a new document from scratch with Microsoft Teams
- Phone calls and Video calls
- Sharing with Team Members
- Editing of files with Team Members

Top 5 Teams Productivity Tips
- Using Wikis
- Tag People in Teams
- Creating Memes
- Most Productive Teams Shortcuts
- Highlight of the most productive new feature in Teams

How to Register

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