Microsoft Office 365 as a Cloud application is capable of addressing any requirements of the organizations irrespective of its size. Silicon Beach provides Microsoft Office 365 Masterclass course to help the delegates get familiar with Office 365 interface, navigation, adding and managing users, and working with groups.

Various Microsoft Office 365 Products

Microsoft Word- The standard application used for creating documents.

Microsoft Excel- Excel is used for organising and analysing data and enables us to filter, sort, extract, query and generate charts from the provided spreadsheet data.

Microsoft Access- Access is a database system that can be used for storing data through forms and provide reports based on that data.

Microsoft Outlook- Outlook is the most popular application for email, calendars and contacts which is used for personal as well as professional purposes.

Microsoft Project- It is used for Project Management starting with the Project Initiation and continuing till the Project Closure.

Microsoft Visio- Visio is used for creating illustrations to communicate the ideas, charts, structures, layouts etc. effectively.

Microsoft PowerPoint- PowerPoint can be used to create presentations by using the text, arts and animation tools. The presentations can be created for business, educational or training purposes.

Course Objectives

By the end of this Microsoft Office 365 Masterclass training course you will be able to:

- Know how to access various documents, email and learn to share the calendar with other users from anywhere using any device
- Hold online meetings using HD conferencing
- Secure your emails from spam and virus
- Collaborate and share reports with your teammates
- Protect data from any threats and disasters

Components of Microsoft Office 365 and their new features

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Project
- Microsoft One Note
- Microsoft Access

Microsoft Office 365 is one of the best solutions for professionals who require to keep themselves updated. It helps the professionals to stay connected. The delegates can enroll into our training courses and increase their own as well as their organisation's productivity. The training will also help them to save on time and money, and other valuable resources.