1 MICROSOFT OFFICE SUITE TRAINING MODULE

1.1 LEARNING OBJECTIVE(S)

To Get familiar with Microsoft Office Suite

1.2 LEARNING RESOURCES

Microsoft Support

Url-https://support.microsoft.com/en-us/training
Pre-requisite – User shall have an account registered.

1.3 COURSE FLOW

Course	Tutorials	Focus	Time Allocated
Outlook	Click on Outlook and click on 'Quick start' under Windows section	Quick Start	15 min
OneDrive (home or personal)	Click on One Drive and click on 'Quick start' under Work or School section	Quick Start	15 min
Word	Click on Word and click on 'Quick start' under Word for Windows training.	Quick Start	15 min
Excel	Click on Excel and click on 'Quick start' under Excel for Windows training.	Quick Start	15 min
PowerPoint	Click on PowerPoint and click on 'Quick start' under PowerPoint for Windows training.	Quick Learn	15 min
OneNote	Click on OneNote and click on 'Quick start' under OneNote Video training.	Quick Learn	15 min
SharePoint	Click on SharePoint and click on 'Quick start' under SharePoint Video training.	Quick Learn	15 min
Microsoft Teams	Click on Microsoft Teams and click on 'Quick start' under Microsoft Teams Video training.	Quick Learn	15 min

| Total | 2 hours |