



# Master Microsoft Office 365 and Power Platform Specialization

Master Microsoft Office and Power Platform. Boost your productivity and become an Expert in Word, Excel, PowerPoint, and Power Platform

Instructor: Microsoft

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10,823 already enrolled

Included with [coursera PLUS](#)**8 course series**

Get in-depth knowledge of a subject

**4.6 ★**

(179 reviews)

**Beginner level**

Recommended experience

**3 months**

at 10 hours a week

**Flexible schedule**

Learn at your own pace

[About](#)[Outcomes](#)[Courses](#)[Testimonials](#)**What you'll learn**

- ✓ Master advanced document creation and editing techniques in Microsoft Word
- ✓ Analyze and visualize data using advanced Excel formulas, functions, and PivotTables
- ✓ Design and customize engaging presentations with multimedia elements in PowerPoint
- ✓ Develop custom business applications with little or no code using Microsoft Power Platform

**Skills you'll gain**

Communication Data Visualization Spreadsheet Software Computer Graphics Critical Thinking Data Analysis

Business Communication Collaboration Computer Graphic Techniques Research and Design [View all skills](#)**Details to know****Shareable certificate**

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**Taught in English**

23 languages available

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October 2024

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- Learn in-demand skills from university and industry experts
- Master a subject or tool with hands-on projects
- Develop a deep understanding of key concepts
- Earn a career certificate from Microsoft



## Earn a career certificate

Add this credential to your LinkedIn profile, resume, or CV  
Share it on social media and in your performance review



## Specialization - 8 course series

The Microsoft Office 365 and Power Platform program offers comprehensive training in essential Microsoft applications to enhance your productivity and efficiency in any professional setting. This program focuses on 4 key areas, each designed to equip you with practical skills to excel in your work environment.

[Read more](#)

### Work Smarter with Microsoft Word

Course 1 • 30 hours • 4.7 ★ (1,900 ratings)

[Course details ^](#)

#### What you'll learn

- ✓ How to create and maintain professional-looking reports, multi-column newsletters, résumés, and business correspondence.
- ✓ How to manage documents and document collaboration
- ✓ How to insert and format text and graphic elements
- ✓ How to manage tables and lists

#### Skills you'll gain

Data Platform Microsoft Power Platform Microsoft Dataverse

### Work Smarter with Microsoft Excel

Course 2 • 20 hours • 4.7 ★ (2,705 ratings)

[Course details ^](#)

#### What you'll learn

- ✓ You will learn how to create a spreadsheet, work with formulas and functions, make your spreadsheets look professional, and print a spreadsheet.
- ✓ How to manage worksheets, workbooks, tables table data, data cells and ranges, and charts
- ✓ How to perform operations by using formulas and functions

#### Skills you'll gain

Documents Microsoft Word

### Work Smarter with Microsoft PowerPoint

Course 3 • 19 hours • 4.7 ★ (924 ratings)

[Course details ^](#)

#### What you'll learn

- ✓ How to create, save, and present a basic presentation; apply the basics of formatting; and add multimedia to a presentation
- ✓ How to manage slides and presentations
- ✓ How to apply transitions and animations
- ✓ How to insert elements into a presentation

#### Skills you'll gain

Microsoft Excel Chart Worksheet

### Introduction to Microsoft 365 Copilot

Course 4 • 4 hours • 4.5 ★ (102 ratings)

[Course details ^](#)

#### What you'll learn

What if you could boost your efficiency by 40%, enhance your creativity by 70%, and significantly save time in your daily tasks? 'Introduction to O365 Copilot,' a beginner-level course expertly guided by Rob Rubin, Ph.D., can make this a reality for you. In 1.5 hours, unlock the potential of Microsoft 365 Copilot to revolutionize your work efficiency across the

[Read more](#)

#### Skills you'll gain

Power Virtual Agents Data Visualization power virtual agents Power BI Chatbot

### Introduction to Microsoft Power Platform

Course 5 • 3 hours • 4.6 ★ (83 ratings)

[Course details ^](#)

#### Instructor



Microsoft

Microsoft

206 Courses • 1,302,207 learners

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#### What you'll learn

- ✓ Describe the components of Microsoft Power Platform, the business value for customers, & security of the technology
- ✓ Define the basic concepts of the Dataverse and ways you can connect and customize data connections to Microsoft Power Platform applications
- ✓ Discover how Power Apps empowers you to create applications tailored to your business needs, enhancing productivity & efficiency
- ✓ Recognize the value and capabilities of Power Apps & ways organizations leverage this technology to build simple applications for their business

#### Skills you'll gain

Effective Navigation and Configuration   Fundamental Understanding of Microsoft 365 Copilot   Prompt Engineering for Copilot  
Integration with Microsoft 365 Suite

### Use Power Platform for Custom & Automated Solutions

[Course details ^](#)

Course 6 • 9 hours • 3.6 ★ (38 ratings)

#### What you'll learn

- ✓ Construct and customize dynamic canvas apps to address specific business process challenges
- ✓ Design model-driven apps using component-based architecture
- ✓ Configure and secure PowerApps Portals for external users
- ✓ Develop and implement automated application workflows using Microsoft Power Automate

#### Skills you'll gain

Microsoft PowerPoint   Presentation

### Power BI & Power Virtual Agents

[Course details ^](#)

Course 7 • 8 hours • 3.8 ★ (19 ratings)

#### What you'll learn

- ✓ Evaluate the business value of Power BI and use Power BI to create and share interactive dashboards and reports
- ✓ Apply security measures within Power BI to ensure data security
- ✓ Explain the value and capabilities of Power Virtual Agents for building chatbot solutions
- ✓ Design and deploy no-code chatbots using Power Virtual Agents

#### Skills you'll gain

Power Apps portals   Microsoft Power Automate/Flow

### The PL-900 Practice Exam

[Course details ^](#)

Course 8 • 3 hours • 4.5 ★ (18 ratings)

#### What you'll learn

- ✓ Summarize the main topics and content covered in the Microsoft Power Platform Fundamentals Specialization
- ✓ Understand the structure and experience of the Exam: PL-900 Microsoft Power Platform Fundamentals
- ✓ How to take and pass the PL-900: Microsoft Power Platform Fundamentals exam

#### Skills you'll gain

Power BI   Microsoft Power Platform

## Why people choose Coursera for their career



Felipe M.  
Learner since 2018

"To be able to take courses at my own pace and rhythm has been an amazing experience. I can learn whenever it fits my schedule and mood."



Jennifer J.  
Learner since 2020

"I directly applied the concepts and skills I learned from my courses to an exciting new project at work."



Larry W.  
Learner since 2021

"When I need courses on topics that my university doesn't offer, Coursera is one of the best places to go."



Chaitanya A.

"Learning isn't just about being better at your job: it's so much more than that. Coursera allows me to learn without limits."

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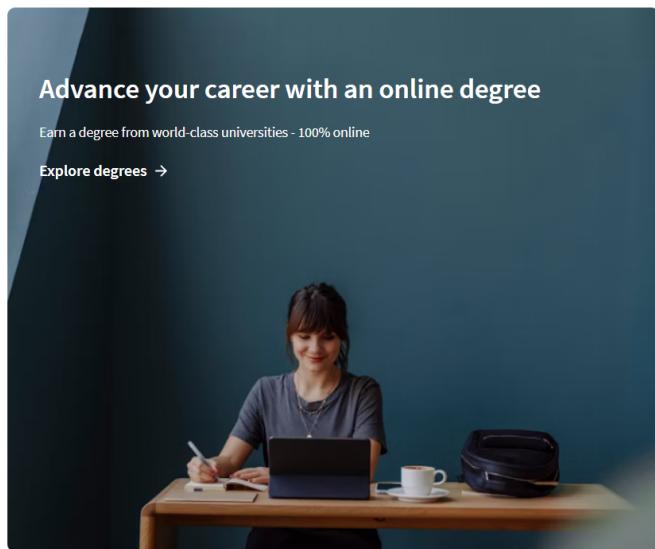
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