9 Core Modules

Microsoft Office 365
Course Syllabus

Core Benefits,

✓ Work confidently with Word, Excel, PowerPoint, Outlook, and Teams

✓ Generate real world business documents, presentations, and reports

✓ Earn a KHDA affiliated Microsoft Office Certification from Svarna

✓ 99% of learners rated our MS Office course as excellent

Course Completion
Four (4) weeks

Google Reviews
4.8 ★★★★★

tabby™   Up to 4 Monthly Installments

Module 1

Microsoft Word (MS Word)

This module equips learners with expert level Word processing skills, including document automation, formatting mastery, and collaborative features. Perfect for professionals aiming to streamline document handling and reporting processes.

→ Lesson 01
Mastering Styles, Themes, and Templates

→ Lesson 02
Working with Long Documents (TOC, Index, References)

→ Lesson 03
Mail Merge & Automated Document Generation

→ Lesson 04
Advanced Review & Collaboration Tools

→ Lesson 05
Managing Security, Versions & Permissions

G Google Reviews
4.8 ★★★★★

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Module 2

Microsoft Excel (MS Excel)

This module covers professiona level spreadsheet skills including data analysis, visualization, and automation. Ideal for finance, operations, and admin professionals seeking efficiency and insights.

→ Lesson 01
Advanced Formulas & Functions

→ Lesson 02
PivotTables, PivotCharts & Dashboards

→ Lesson 03
Data Validation & Conditional Formatting

→ Lesson 04
Power Query & Data Transformation

→ Lesson 05
Macros & VBA Essentials

→ Lesson 06
Forecasting, What-If Analysis & Solver

Google Reviews
4.8 ★★★★★

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Module 3

Microsoft PowerPoint (MS PowerPoint)

This module builds the ability to craft stunning and effective business presentations using animations, master slides, and smart design tools.

→ Lesson 01
Working with Slide Masters and Layouts

→ Lesson 02
Incorporating Advanced Animations & Transitions

→ Lesson 03
Interactive Presentations & Hyperlinking

→ Lesson 04
Embedding Media and SmartArt Design

→ Lesson 05
Creating and Sharing Custom Templates

→ Lesson 06
Presentation Tips & Delivering with Confidence

Google Reviews
4.8 ★★★★★

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Module 4

Microsoft Outlook (MS Outlook)

This module enables professionals to optimize email communication, manage schedules, and streamline information flow through Outlook's full feature set.

→ Lesson 01
Email Management & Rules Automation

→ Lesson 02
Calendar, Appointments & Shared Scheduling

→ Lesson 03
Contact Groups & Distribution Lists

→ Lesson 04
Task Lists, Reminders & To Do Integration

→ Lesson 05
Outlook Search, Filters & Folder Management

→ Lesson 06
Security, Signatures & Delegate Access

Google Reviews
4.8 ★★★★★

tabby™ Up to 4 Monthly Installments

Module 5

Microsoft Power BI (MS Power Bi)

This module builds the ability to craft stunning and effective business presentations using animations, master slides, and smart design tools.

→ Lesson 01
Introduction to Power BI & Data Models

→ Lesson 02
Connecting to Various Data Sources

→ Lesson 03
Data Cleaning, Shaping & Transformation

→ Lesson 04
Creating Reports, Visuals & Dashboards

→ Lesson 05
Publishing to Power BI Service

→ Lesson 06
Sharing & Collaborating on Insights

Google Reviews
4.8 ★★★★★

tabby™ Up to 4 Monthly Installments

Module 6

Microsoft Teams for Workplace

This module helps learners master Microsoft Teams for communication, project collaboration, and productivity perfect for hybrid work environments.

→ **Lesson 01**
Introduction to Microsoft Teams Interface

→ **Lesson 02**
Creating and Managing Teams & Channels

→ **Lesson 03**
Hosting Meetings, Screen Sharing & Live Events

→ **Lesson 04**
Task Lists, Reminders & To Do Integration

→ **Lesson 05**
Integrating Apps, Bots, and Planner

→ **Lesson 06**
Teams Settings, Notifications & Best Practices

Google Reviews
4.8 ★★★★★

tabby Up to 4 Monthly Installments

Module 7

OneNote & OneDrive Essentials

This module teaches how to manage notes, documents, and file storage efficiently using OneNote and OneDrive essential for organizing information and accessing it anywhere.

→ **Lesson 01**
OneNote Interface & Notebook Organization

→ **Lesson 02**
Creating Pages, Sections & Tags

→ **Lesson 03**
Inserting Files, Links, Audio & Video Notes

→ **Lesson 04**
OneDrive File Management & Sync

→ **Lesson 05**
Integrating Apps, Bots, and Planner

→ **Lesson 06**
Sharing Files & Real-Time Collaboration

→ **Lesson 07**
Backup, Version History & Access Control

Google Reviews
4.8 ★★★★★

tabby Up to 4 Monthly Installments

Module 8

Microsoft 365 & Cloud Integration

This module covers how to integrate Microsoft 365 apps with cloud services for seamless productivity and remote access. Ideal for digital savvy professionals and IT teams.

→ **Lesson 01**
Understanding Microsoft 365 Ecosystem

→ **Lesson 02**
Managing Cloud Based Accounts & Subscriptions

→ **Lesson 03**
Integrating Outlook, Teams, OneDrive & SharePoint

→ **Lesson 04**
Creating Reports, Visuals & Dashboards

→ **Lesson 05**
Co Authoring & Real Time Editing in the Cloud

→ **Lesson 06**
Security, Compliance & Data Protection in 365

→ **Lesson 07**
Automating Tasks with Power Automate & Cloud Workflows

Google Reviews
4.8 ★★★★★

tabby Up to 4 Monthly Installments

Module 9

Capstone Project

The final capstone project is the culminating test of the skills you've mastered throughout the MS Office 365 training program. Required for all students to complete the course, this hands on simulation places you in a realistic business scenario. You will employ the full suite of MS Office applications to analyze, present, and solve a complex, real world case, proving your readiness to excel in any professional environment.
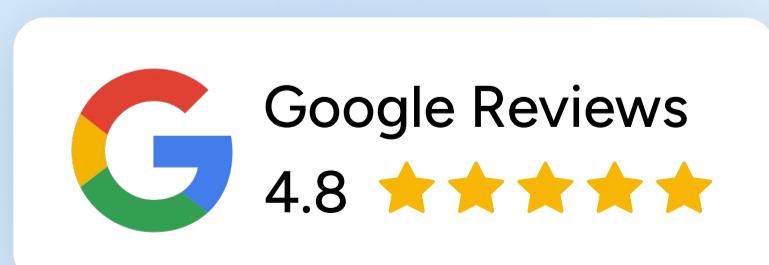
Get Course Details;

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G **Google Reviews**
4.8 ⭐⭐⭐⭐⭐

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