

## 9 Core Modules

# Microsoft Office 365 Course Syllabus

- ✔ 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 ★★★★★

Zero Extra Fees, 0% Interest Installments Payments

**tabby**

**tamara**

بنك الإمارات دبي الوطني  
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## 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



Google Reviews  
4.8 ★★★★★

Zero Extra Fees, 0% Interest Installments Payments





## Module 2

# Microsoft Excel (MS Excel)

This module covers professional 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 ★★★★★

Zero Extra Fees, 0% Interest Installments Payments





## 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 ★★★★★

Zero Extra Fees, 0% Interest Installments Payments





## 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 ★★★★★

Zero Extra Fees, 0% Interest Installments Payments





# 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 ★★★★★

## Zero Extra Fees, 0% Interest Installments Payments





## 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 ★★★★★

Zero Extra Fees, 0% Interest Installments Payments





## 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 ★★★★★

Zero Extra Fees, 0% Interest Installments Payments





## 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 ★★★★★

Zero Extra Fees, 0% Interest Installments Payments





## Module 9

# Final MS 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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