



KIDS & TEENS FREELANCING TRAINING INSTITUTE

Microsoft Office 365 Course Outline

Module 1: Introduction to Microsoft Office 365

- What is Microsoft Office 365 and why it's useful
 - Real-life example: Using cloud-based tools for work or school
 - Understanding OneDrive, Word, Excel, PowerPoint, and Teams
 - How Office 365 is different from traditional Microsoft Office
 - Activity: Sign up for Office 365 and explore the interface
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Module 2: Microsoft Word in Office 365

- Advanced features in Word: Templates, SmartArt, and collaboration tools
 - Real-life example: Working on a document with a team in real-time
 - Sharing and editing documents in the cloud
 - Activity: Create a report and share it for collaboration
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Module 3: Microsoft Excel in Office 365

- Advanced Excel tools: PivotTables, Power Query, and cloud collaboration
 - Real-life example: Analyzing and visualizing data using Excel's features
 - How to work on Excel files with others, live
 - Activity: Build a sales analysis dashboard in Excel
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Module 4: Microsoft PowerPoint in Office 365

- Creating and sharing presentations with Office 365 tools
- Real-life example: Presenting a project to a class or team
- Collaborating on presentations in real-time
- Activity: Create a presentation with shared feedback

Module 5: Microsoft Teams for Collaboration

- Introduction to Microsoft Teams for communication and collaboration
- Real-life example: Working with classmates or colleagues on a project
- Scheduling meetings, chats, and using channels in Teams
- Activity: Create a team and schedule a virtual meeting

Module 6: OneNote in Office 365

- Using OneNote for taking notes, organizing ideas, and syncing across devices
- Real-life example: Organizing study notes or meeting minutes
- Sharing notes and collaborating with others
- Activity: Create a notebook for a study group and share notes

Module 7: Outlook and Email Management

- How to use Outlook for email, calendar, and tasks management
- Real-life example: Managing emails and appointments for work or school
- Setting up folders, rules, and automated responses
- Activity: Organize your inbox and schedule a meeting using Outlook

Module 8: Office 365 Security and Management

- Keeping your documents and data secure in Office 365
- Real-life example: Protecting your account with two-factor authentication
- Understanding the Admin Center and managing users
- Activity: Set up basic security settings for Office 365

Bonus Materials

- Office 365 productivity tips and shortcuts
- Free templates and resources for Office apps
- Video tutorials for each application in Office 365
- Certificate of Completion for Office 365 Mastery

