

10-Hour Training Plan (Focused Tools Only)

Tools Covered: **Excel, PowerPoint, OneDrive, Teams, SharePoint, Power BI, Whiteboard**

Structure: 5 Days × 2 Hours/day

📅 Day 1: Cloud Foundation & Collaboration Essentials (OneDrive + Teams)

1. Introduction to OneDrive

- Features and uses
- *Hands-on Activity: Setting up OneDrive*

2. Introduction to Teams

- Navigating the interface
- Communication and collaboration features
- *Hands-on Activity: Setting up a Team and channels*

🕒 Total Time: ~2 hours

✅ Objective: Understand file storage (OneDrive) and real-time collaboration basics (Teams)

📅 Day 2: Advanced Collaboration with Teams & SharePoint

1. Advanced Features of Microsoft Teams

- Integrations with Power Automate & Power BI
- Using Teams for meetings and webinars
- Teams and SharePoint integration

2. Introduction to SharePoint

- Creating & managing SharePoint sites
- Using web parts, creating pages
- *Hands-on Activity: Collaborating on documents in SharePoint*

🕒 **Total Time:** ~2 hours

✅ **Objective:** Collaborate effectively across Teams and SharePoint with app integration

📅 **Day 3: Visual Collaboration & Task Management (Whiteboard + PowerPoint Intro)**

1. Introduction to Whiteboard

- Features and use cases
- *Hands-on Activity: Creating a collaborative whiteboard*

2. Introduction to PowerPoint

- Real-time collaboration with Teams & OneDrive
- Presenter View, Speaker Notes
- *Hands-on Activity: Creating a presentation*

🕒 **Total Time:** ~2 hours

✅ **Objective:** Explore visual communication tools and cloud-connected presentations

📅 **Day 4: Data Presentation with Power BI & Excel Basics**

1. Introduction to Power BI

- Basics of Power BI
- Embedding reports in Teams and SharePoint
- *Hands-on Activity: Creating a Power BI dashboard*

2. Excel: Customizing for Efficiency

- Excel interface & Quick Access Toolbar
- Using templates, themes, and formatting styles

🕒 **Total Time:** ~2 hours

✅ **Objective:** Build impactful visuals with Power BI and streamline Excel use

📅 **Day 5: Excel Advanced + Copilot**

1. Automating & Analyzing Data in Excel

- Flash Fill, AutoFill, Quick Analysis
- IF, VLOOKUP/XLOOKUP, TEXTJOIN
- PivotTables & PivotCharts

2. Copilot in Excel

- Creating formulas and visualizing data using AI
- *Q&A/Data scenarios for Copilot use*

 **Total Time:** ~2 hours

Objective: Leverage Excel automation and AI for productivity

Outcome

By the end of this 5-day course, participants will:

- Store and manage cloud files securely (OneDrive)
- Collaborate through Teams, SharePoint, and Whiteboard
- Analyze and present data using Excel and Power BI
- Deliver engaging cloud-enabled presentations (PowerPoint)