

# **Boosting Productivity with Microsoft 365 Tools**

**Duration: 2 Days (8hrs/day)**

## **Day 1 – Collaboration & Communication Tools**

- **Microsoft Teams**
  - Creating and managing teams & channels
  - Chat, meetings, and calls
  - File sharing and collaboration
- **SharePoint**
  - Site creation and management
  - Document libraries and permissions
  - Integration with Teams and OneDrive
- **Outlook**
  - Email organization and rules
  - Calendar scheduling and meeting invites
  - Task management and productivity tips
- **Copilot in Microsoft 365**
  - AI-powered assistance in Word, Excel, and Outlook
  - Automating repetitive tasks
  - Enhancing productivity with intelligent suggestions
- **Microsoft Forms**
  - Creating surveys, quizzes, and polls
  - Sharing and analyzing responses
  - Integration with Excel and Teams

## **Day 2 – Productivity & File Management Tools**

- **Word**
  - Document formatting and styles
  - Collaboration and track changes
  - Using Copilot for drafting and editing
- **Excel**
  - Data entry, formulas, and functions
  - Charts, pivot tables, and analysis
  - Copilot for insights and automation
- **PowerPoint**
  - Slide design and layouts
  - Animations and transitions
  - AI-powered presentation enhancements
- **OneDrive**
  - File storage and synchronization
  - Sharing and permissions

- Collaboration with Office apps
- **Wrap-Up & Q&A**
  - Recap of key learnings
  - Best practices for daily productivity
  - Open discussion and troubleshooting