



Training Course	MS Office 365: Work Productivity Bundle
Course Language	Bilingual Training in Arabic and training material in English.
Course Duration	Total Number of hours: 15
Course Objectives	Trainees will get familiar with how to be more productive and work smarter at the workplace with MS office 365 applications: Word, Excel, PowerPoint, Outlook, Forms, SharePoint, Teams, and Flow.
Course Content	Course Key Topic Area Includes: All what you need to know to be productive at work-place about: Word, Excel, PowerPoint, Outlook, MS Forms, SharePoint, MS Teams, MS Flow
Learning Outcomes	At the end of the program the trainees will be able to: <ul style="list-style-type: none">• Work faster, with less stress.• Learn how to automate your daily tasks to save time and increase productivity.• File Storage and Collaboration with OneDrive for Business• File Storage and Collaboration with SharePoint Online• Working with Planner• Working with Tasks• Learn how to use SharePoint Online to create collaborative digital spaces for your teams.• Take a deeper look at Microsoft Outlook and learn how to use features that will make your email experience faster, more organized, and less stressful.• Keep in sync with your employees and coworkers using Microsoft Teams.• Get up to speed with Microsoft Excel. Learn how to enter and organize data, build charts and PivotTables, sort data, and use other Excel features.• Learn how to create button flows in Microsoft Flow to automate repetitive tasks on a selective basis.



Target Audience	This course is for anyone, and everyone who wants to save time, and work more efficiently in Microsoft Office 365.
Course Material /Technology used/ Details Relevant to the course.	Learning is achieved via practical examples which reinforce the theory; case studies and short exercises; practice with a real accounts of Microsoft office 365
Instructor Details & Brief Instructor Bio	Name: Mr. Ahmed Moussa Title/Dept: CFO, and CPA, MBA with 15+ years of experience in accounting and finance in different industries. Certified IFRS Professional Member of the American Institute of Certified Public Accountants Member in California Board of Accountancy