

## MICROSOFT WORD



**Location**  
**Via Zoom**

### **Class Objectives**

**During this training, participants will learn how to:**

- **Create, save and share a document**
- **Format documents using page set-up options**
- **Create lists and tables**
- **Use editing and proofing features**

## **Microsoft PowerPoint**



**Location**  
**Via Zoom**

### **Class Objectives**

**During this training, participants will learn how to:**

- **Plan, create and design a dynamic PowerPoint presentation**
- **Format and set up slides**
- **Insert text, images, videos, and audio**
- **Use transitions and animations to enhance their presentation**
- **Edit, publish, and practice their presentation**

## Microsoft Excel (Basic)



### Location

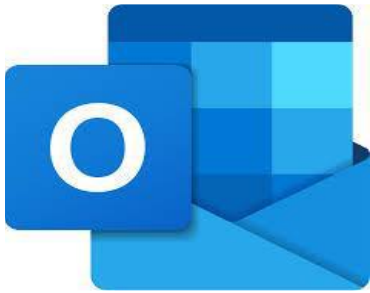
**Via Zoom**

### Class Objectives

**During this training, participants will learn how to:**

- **Create a workbook and manipulate worksheets**
- **Format columns, rows, and cells to organize worksheets**
- **Use basic formulas to perform calculations**
- **Collaborate with other students on spreadsheet in real-time**

## Advance Features of Microsoft Outlook Online



### Location

**Via Zoom**

### Class objectives

**During this training, participants will learn how to:**

- **Organize their inbox with sweep, archive, and other tools**
- **Use Tasks to create, manage, and track assignments**
- **Plan each day and focus on accomplishing their most important tasks using My Day**
- **Create a digital notebook in OneNote that automatically saves and syncs their notes as they work**

# Microsoft Teams Taking Your Work Unit to The Next Level



**Location**  
**Via Zoom**

## **Class Objectives**

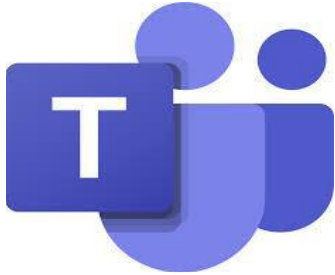
**During this training, participants will learn:**

- **How to create a Team and navigate Team settings**
- **The importance of Team as a virtual work unit for communication and workflow**
- **Permission and notification options to enhance the use of Team**

## **Class Prerequisite**

**Previous participation in Introduction to Microsoft Teams training is strongly encouraged**

## Microsoft Team



### Location

**Via Zoom**

### Class Objectives

**During this training, participants will learn how to:**

- **Create a Team for your work/school or project team**
- **Help your team stay organized and have conversations all in one place**
- **Collaborate on documents in real-time**
- **Share your desktop to assist others**
- **Schedule meetings and calls using calendar**

## Microsoft 365 Outlook Online



### Location

**Via Zoom**

### Class Objectives

**During this training, participants will learn how to:**

- **Sign into the Outlook Online web app on your computer or smartphone**
- **Create and send emails, attachments, and calendar appointments**
- **Add contacts and groups**
- **Create folders and pin messages**
- **Adjust view settings and preferences**

## Microsoft 365 SharePoint



### Location

**Via Zoom**

### Class Objectives

**During this training, participants will learn how to:**

- **Sign into Microsoft 365 Online**
- **Securely upload, store and access files, images, or presentations**
- **Share and collaborate on a document in real-time with your colleagues**
- **Utilize version history to manage file changes**



# Get The Most Out of Your Microsoft OneDrive



## Location

**Via Zoom**

## Class Objectives

**During this training, participants will learn how to:**

- **Access files from anywhere on all devices**
- **Use autosave and version history to manage file changes**
- **Grant access to your files for collaboration when needed**

## Microsoft Planner and OneNote



**Location**  
**Via Zoom**

### Class Objectives

**During this training, participants will learn how to:**

- **Use Planner to create a work plan, assign tasks to SharePoint team members and track task completion progress**
- **Create digital notebooks in OneNote for personal or team use**
- **Incorporate audio recording, screenshots, and link Internet articles within your notebook**

## Microsoft Publisher



### Location

**Via Zoom**

### Class Objectives

**During this training, participants will learn how to use the following tools to create a professional document**

- **Formatting toolbar**
- **Objects toolbar**
- **Page boundary**
- **Page Icon**
- **Page margin**
- **Format Publication task pane**
- **Rulers**
- **Standard toolbar**

## Digital Literacy – 101



### Location

**Via Zoom**

### Class Objectives

**During this training, participants will learn basic Computer skills, functions, types, and components:**

- **Computer Hardware**
- **Computer Software**

**For more information:**

**visit us @ [polycomputercenter.com](http://polycomputercenter.com)**

**or call us @ 914 625-8057**