



Windows and Microsoft 365 Fundamentals

Description of Course

Microsoft 365 has become the standard productivity platform in workplaces around the world. Whether creating documents, communicating by email, managing calendars, organizing files, or collaborating with colleagues, confidence using these tools is an essential workplace skill.

Windows and Microsoft 365 Fundamentals is a practical, hands-on course that provides participants with the foundational knowledge and skills needed to use Windows File Explorer and the core Microsoft 365 applications confidently and efficiently.

Through instructor-led demonstrations and guided practice, participants will learn how to organize files, create professional documents, manage email communications, schedule meetings, and collaborate using Microsoft Teams. Participants will also explore practical tips and productivity features that can simplify everyday tasks and improve workplace efficiency.

Designed for beginners and those wishing to refresh their skills, ***Windows and Microsoft 365 Fundamentals*** provides the confidence needed to use Microsoft 365 effectively in today's digital workplace.

Why Take this Course?

Windows and Microsoft 365 Fundamentals will help participants:

- Build confidence using Windows and Microsoft 365 in everyday work
- Organize files and information efficiently
- Create polished, professional documents
- Improve email organization and communication
- Schedule meetings and manage calendars with confidence
- Collaborate effectively using Microsoft Teams
- Discover time-saving features that increase productivity
- Strengthen essential digital workplace skills that can be applied immediately



Topics Covered

Windows File Management

Learn how Windows stores information and develop practical techniques for organizing, locating, and managing files and folders. Participants will explore file naming best practices, search tools, file storage locations, and methods for moving, copying, renaming, and deleting files.

Creating Professional Documents with Microsoft Word

Develop confidence creating and formatting documents using Microsoft Word. Topics include document creation, text and paragraph formatting, page layout, tables, images, styles, comments, Track Changes, mail merge, printing, PDFs, and other productivity tools that improve document quality and efficiency.

Managing Email with Outlook

Explore the essential features of Outlook Mail to communicate professionally and stay organized. Participants will learn how to compose and organize email, manage attachments, create signatures, organize folders, use categories and flags, search effectively, schedule messages, manage contacts, and use Outlook's productivity features.

Organizing Your Schedule with Outlook Calendar

Learn how to manage appointments, meetings, and shared calendars. Participants will create recurring meetings, invite attendees, use Scheduling Assistant, manage multiple calendars, track meeting responses, and organize schedules more effectively.

Collaborating with Microsoft Teams

Discover how Microsoft Teams supports communication and collaboration in today's workplace. Participants will learn how to chat with colleagues, participate in virtual meetings, share screens, manage files, access SharePoint documents, customize notifications, manage availability status, and locate information quickly using search tools.



Learning Outcomes

Upon successful completion of ***Windows and Microsoft 365 Fundamentals***, participants will be able to:

- Navigate Windows and Microsoft 365 applications with greater confidence
- Organize, locate, and manage files and folders efficiently
- Create professional Microsoft Word documents using essential formatting and editing tools
- Communicate effectively using Outlook Mail
- Organize appointments, meetings, and shared calendars using Outlook Calendar
- Collaborate effectively using Microsoft Teams
- Apply practical productivity features to streamline everyday work tasks
- Demonstrate the foundational digital skills needed to work confidently and efficiently in a Microsoft 365 environment