# ADVANCED MICROSOFT 365, TEAMS AND DIGITAL WORKPLACE COLLABORATION COURSE

## Introduction

This programme equips professionals with the skills to use Microsoft 365 applications and collaboration technologies to improve workplace productivity, communication, document management and teamwork. It explores Microsoft Teams, SharePoint, OneDrive, Outlook, Word, Excel, PowerPoint and the integration of these applications into connected digital workflows. Participants learn how to organize collaborative workspaces, manage shared documents, coordinate meetings, co-author files, control document access and improve information sharing across teams. The course also examines task coordination, meeting productivity, workflow integration and the appropriate use of Microsoft 365 automation and AI-enabled features where available. Practical exercises focus on real workplace activities, including collaborative project management, team communication, shared reporting, document version control and digital meeting management. Participants develop approaches for reducing information silos and establishing consistent collaboration practices across departments and organizational locations.

## Course Objectives

- Use Microsoft 365 applications to support integrated workplace productivity.
- Configure and manage collaborative workspaces in Microsoft Teams.
- Organize shared documents using SharePoint and OneDrive.
- Apply co-authoring, version control and access management practices.
- Improve meeting management, communication and team coordination.
- Integrate Microsoft 365 applications into everyday work processes.
- Apply digital collaboration, security and information governance principles.

## Course Modules

### > Module 1: Microsoft 365 Ecosystem and Digital Workplace Fundamentals
- Microsoft 365 architecture, services and workplace applications.
- User accounts, licensing concepts and application access.
- Integrating productivity applications into daily work.
- Digital workplace practices, collaboration standards and user responsibilities.

### > Module 2: Advanced Microsoft Teams and Team Collaboration
- Creating teams, channels and structured collaboration spaces.
- Managing conversations, notifications, memberships and permissions.
- Organizing meetings, webinars and collaborative discussions.
- Sharing files, coordinating tasks and managing team knowledge.

### > Module 3: SharePoint and Enterprise Collaboration
- SharePoint sites, libraries, lists and workspace organization.
- Document libraries, metadata and content classification.
- Permissions, sharing controls and version history.
- Designing departmental portals and collaborative information spaces.

### > Module 4: OneDrive and Cloud-Based Document Management
- File synchronization, cloud storage and access across devices.
- Sharing documents securely with internal and external users.
- Co-authoring, version history and document recovery.
- Managing storage, synchronization conflicts and offline access.

### > Module 5: Advanced Word, Excel and PowerPoint Collaboration
- Collaborative document preparation and review in Word.
- Shared workbooks, data validation and collaborative analysis in Excel.
- Team presentations and shared content development in PowerPoint.
- Templates, comments, version management and standardized reporting.

### > Module 6: Outlook, Calendars and Digital Communication
- Email organization, rules, categories and prioritization.
- Shared calendars, scheduling and meeting coordination.
- Managing group communication and shared mailboxes where authorized.
- Professional digital communication and information overload management.

### > Module 7: Tasks, Projects and Collaborative Work Management
- Task allocation, ownership, deadlines and progress tracking.

- Using Microsoft Planner and To Do for task coordination.
- Integrating task discussions with Teams and shared documents.
- Tracking deliverables, dependencies and team accountability.

### > Module 8: Workflow Integration and AI-Assisted Productivity

- Connecting Microsoft 365 applications through available integrations.
- Automating routine notifications and collaboration activities.
- Using available AI-assisted features for summaries and content support.
- Verifying AI outputs and applying organizational information policies.

### > Module 9: Security, Governance and Digital Workplace Management

- Identity management, authentication and access permissions.
- Data classification, secure sharing and information protection.
- Retention, version control and records management considerations.
- Collaboration governance, compliance and responsible user practices.

### > Module 10: Digital Workplace Optimization Project

- Assessing an organization's collaboration challenges.
- Designing a structured Teams and SharePoint workspace.
- Developing document-sharing, task management and meeting workflows.
- Presenting a digital workplace improvement plan with measurable outcomes.



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