

Microsoft 365 for End Users

This Office 365 training teaches end users how to maximize efficiency and effectiveness with SharePoint, Outlook, Teams, and more. Learn how to navigate Office 365's interface, manage its tools and applications, communicate through Outlook and Teams, and collaborate using SharePoint, OneDrive, and OneNote.

[CBT Nuggets course material](#) →

WEEK 1

Microsoft 365 Apps Overview

162 min.

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The Office 365 Portal	5
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Teams Overview

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OneDrive for End Users

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158 min.

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PowerPoint for the Web

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Pictures, Shapes, Video, and More!	12

WEEK 4

75 min.

Collaborate with Co-Workers	9
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OneNote for the Web

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