



Explore the full potential of Office 365



Gain the full functionality of your Microsoft Office suite and improve the productivity of your workforce.

Decision Inc.'s introduction to Office 365 takes you through the periodic table of products in an interactive one-day course. Training can be conducted from the convenience of your office or in our Waterfall Training Centre.

Below is what we would cover in one day:

Session 1 (3.5 hours) – 8:30 – 12:00

- Office (Microsoft) 365 overview of Apps and services (includes short demo of each)
- Digital Literacy & ROI on Training
- What's new in Microsoft Office (released last 3 years)
- IT / Business Roles and how these have (should) change

Session 2 (3.5 hours) – 12:30 – 16:00

- Microsoft Teams
- Overview of new Information Architecture (Teams / Hub Sites /SharePoint Communication Sites)
- Hands on training including Teams, OneNote, Planner and OneDrive (Skype for Business)
- Best practice on setting up and governance of Teams



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