

Skills	Description
<b>Introduction to Office 365 OneDrive</b>	Office 365 Introduction & Overview OneDrive   Introduction   key skills
<b>Outlook &amp; Calendar</b>	Introduction   overview   key skills
<b>Excel</b>	Introduction   overview   key skills Intermediate – advanced skills
<b>Word</b>	Introduction   overview   key skills Intermediate – advanced skills
<b>PowerPoint</b>	Intermediate – advanced skills Intermediate – advanced skills
<b>SharePoint</b>	Introduction   overview   key skills Intermediate – advanced skills
<b>Teams &amp; Yammer</b>	Teams   Introduction   overview   key skills Yammer   Introduction   overview   key skills
<b>Power Automate   Planner   Forms</b>	Power Automate   Introduction   overview   key skills Planner   Introduction   overview   key skills Forms   Introduction   overview   key skills