PURPLE GRIFFON
The IT Service Management Training & Consultancy Specialists

Course Title: Microsoft 365 Fundamentals	**Course Duration**: 1.0 Day
Exam: Not Included	**Exam Type**: Proctored Exam
Qualification: Microsoft 365 Fundamentals Certificate	

Course Syllabus

Our Microsoft 365 Fundamentals training course covers the following Modules:

Module 1: Microsoft 365 productivity and teamwork capabilities

- Microsoft 365 productivity and teamwork solutions
- Engage employees with Microsoft Teams, Viva, and Yammer
- Get more done with Office across all devices
- File storage and sharing with OneDrive and SharePoint

Module 2: Microsoft 365 business management capabilities

- Manage your business with Microsoft 365
- Simplify device management with Microsoft Endpoint Manager
- Get more done and stay secure with Windows 10
- Harness business intelligence with Microsoft 365 analytics and reporting

Module 3: Microsoft 365 Licensing and support

- Identify licensing options available in Microsoft 365
- Describe support offerings in Microsoft 365 services
- Describe the service life cycle in Microsoft 365
- Select a cloud deployment

Module 4: Microsoft 365 security and compliance

- Describe Microsoft security and compliance principles
- Describe identity and access management capabilities of Microsoft 365
- Describe threat protection
- Describe cloud security
- Describe information protection and governance
- Describe compliance management
- Manage risk, discovery, and audit

Course Overview

Our one-day Microsoft 365 Fundamentals training course provides foundational knowledge on the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, explicitly focusing on Microsoft 365 cloud service offerings. You will begin by learning about cloud fundamentals, including an overview of cloud computing, specifically Microsoft

cloud services. Next, you will be introduced to Microsoft Azure and examine the differences between Microsoft 365 and Office 365.

You will then perform an in-depth review of Microsoft 365, including a comparison of Microsoft on-premises services versus Microsoft 365 cloud services, a review of enterprise mobility in Microsoft 365, and an analysis of how Microsoft 365 services provide collaboration. The course then analyses how security, compliance, privacy, and trust are handled in Microsoft 365, and it concludes with a review of Microsoft 365 subscriptions, licenses, billing, and support.

Course Learning Outcomes

Our Microsoft 365 Fundamentals training course will teach you to become proficient in the following:

- Differentiate between the various cloud service models.
- Identify the key differences between Microsoft 365 subscriptions.
- Plan for migration to Microsoft 365 services.
- Identify key differences between Microsoft on-premises services and Microsoft 365 cloud services.
- Identify how Microsoft 365 services support teamwork.
- Describe identities, including cloud, on-premises, and hybrid identity.
- Describe cloud device management and protection, including the use of Intune.
- Describe data protection, including the use of Azure Information Protection.
- Describe compliance in general and the compliance features in Microsoft 365.
- Describe Microsoft 365 subscriptions, licenses, billing, and support.
- Continue learning and face new challenges with after-course one-on-one instructor coaching.

Audience

Our Microsoft 365 Fundamentals training course will benefit several individuals and organisations including but not limited to:

- IT Professionals
- Business Users
- Administrators
- Students and Educators
- Job Seekers
- Small Business Owners
- Microsoft 365 Fundamentals is designed to cater to a diverse audience, including IT professionals, business users, administrators, students, educators, job seekers, and anyone interested in leveraging the power of Microsoft 365 for productivity, collaboration, and success.

Entry-Level Requirements

Our Microsoft 365 Fundamentals training course requires attendees to have general knowledge of networking, computing, and cloud concepts.

Recommended Reading

There is no recommended reading for our Microsoft 365 Fundamentals training course.

What's Included

Our Microsoft 365 Fundamentals training course contains the following:

- 1-day instructor-led training course
- Microsoft Official Course content
- After-course instructor coaching available
- Pre-reading
- Course Manual
- Quizzes
- Exercises

Exam Information

Microsoft 365 Fundamentals Exam:

- Format: Multiple Choice
- Questions: 40
- Pass Mark: 70%

What's Next

Attendees may enjoy our three-day Microsoft Project Introduction training course.

Our three-day Microsoft Project Introduction training course you will learn how to use Microsoft Project for project management, including:

- Creating project plans
- Tracking progress
- Allocating resources to tasks
- Creating project reports

Additional Information

Our Microsoft 365 Fundamentals training course offers several benefits to individuals and organisations including but not limited to:

- **Increased Career Opportunities**: Obtaining the Microsoft 365 Fundamentals certification can enhance job prospects in various roles related to Microsoft 365 administration, support, and adoption.
- **Access to Latest Tools and Updates**: Microsoft 365 is a constantly evolving platform with regular updates and new features.
- **Foundational Knowledge**: Microsoft 365 Fundamentals provides a solid foundation of knowledge and understanding of the core components and services of Microsoft 365.
- **Enhanced Productivity**: Understanding the features and capabilities of Microsoft 365 enables individuals to leverage its tools for increased productivity.
- **Streamlined IT Management**: IT professionals and administrators benefit from learning Microsoft 365 Fundamentals as it equips them with the knowledge to effectively manage and administer Microsoft 365 environments.
- **Efficient Content Management**: Understanding Microsoft 365 tools like SharePoint and OneDrive allows learners to effectively manage and organise content.
- **Professional Growth**: Learning Microsoft 365 Fundamentals demonstrates a commitment to professional development and staying updated with the latest technology trends.