

# MicroAge Training

## Microsoft 365

*courses at a glance*

### Microsoft 365 Courses

Courses focused on one application

Microsoft Access Levels 1-3

Microsoft Excel Levels 1-4

Microsoft OneNote

Microsoft Outlook Levels 1-2

Microsoft Project Levels 1-2

Microsoft PowerPoint Levels 1-2

Microsoft SharePoint Site Basics

Microsoft Visio Levels 1-2

Microsoft Word Levels 1-3

### Microsoft 365 Basics

Generalized overviews & workshops

Microsoft 365 Fundamentals

Introduction to Microsoft 365

Microsoft 365 Office for the Web (with Teams)

Microsoft Office 365 Online Productivity Apps

Collaborating with Microsoft Office 365 Teams (Workshop)

Microsoft Outlook Efficiency Tips & Tricks

If you have questions about Microsoft 365 courses, custom training options, or need guidance choosing a course, please email [apptraining@microagesask.com](mailto:apptraining@microagesask.com)

For a complete course catalogue, visit [www.microagetraining.ca](http://www.microagetraining.ca)