



MICROSOFT APPLICATIONS

Professional Development for SDCCD Employees

***HyFlex*: Attend in-person* or online**

***In-person participants must bring their own laptop**

Fridays, 2/28/25 - 5/2/25

9:00am-12:00pm

SDCCE North City Campus (Room 212)* **OR Online**

Weekly Topics:

- 2/28: SharePoint Foundations
- 3/07: Teams and OneDrive: Collaboration and Productivity
- 3/14: Teams Meetings and Video Conferencing
- 4/11: Microsoft Word Essentials
- 4/18: Outlook and Office 365 Essentials
- 4/25: Excel and Power Platform: Collaborative Data Management
- 5/02: Optimizing Communication: Teams Calls and Phone

Complete all 7 classes and receive a certificate of completion

**Class
Descriptions
Listed on the
Following
Pages**

Reserve your spot today!

REGISTER



Scan Me

***North City Campus Location: 8355 Aero Dr, San Diego, CA 92123**



MICROSOFT APPLICATIONS

HyFlex

Meeting Date	Class Description
Week 1: Friday, 2/28/25 9:00am-12:00pm	SharePoint Foundations: An introduction to SharePoint training provides participants with a comprehensive understanding of the platform's capabilities, empowering them to effectively manage documents, collaborate on projects, and streamline workflows. Participants will learn about the fundamentals of SharePoint's document management system, including how to create, upload, and organize files in libraries and folders. Through hands-on exercises, users will gain proficiency and understanding in setting permissions, version control, and document sharing, ensuring secure and efficient collaboration within teams.
Week 2: Friday, 3/7/25 9:00am-12:00pm	Teams and OneDrive: Collaboration and Productivity: OneDrive training with Teams integration offers users a dynamic approach to personal and team file management within the Microsoft ecosystem. Participants will learn about the intricacies of OneDrive's cloud storage system, and gain an understanding of techniques to upload, organize, and share files securely. Users will learn ways to leverage OneDrive's version history and file recovery features for efficient document management. Training will emphasize the seamless integration of OneDrive with Microsoft 365, showing participants how to collaborate on documents, presentations, and spreadsheets in real-time. OneDrive primarily serves as a personal cloud storage solution and its integration with the larger 365 system allows for effortless sharing and collaboration within team environments, enhancing productivity and teamwork across projects.
Week 3: Friday, 3/14/25 9:00am-12:00pm	Teams Meetings & Video Conferencing: This training will empower users with the knowledge and skills to harness the platform's diverse features for enhanced productivity. Participants will learn how to leverage Teams video meeting features and tools including video conferencing steps for joining a live meeting, audio & video settings, chat, screen sharing, file sharing, and collaborative document editing to streamline communication and teamwork. Through hands-on guidance, users discover effective ways to initiate, facilitate, and record video conferencing.
Week 4: Friday, 4/11/25 9:00am-12:00pm	Microsoft Word Essentials: This MS Word Essentials training will provide participants with fundamental knowledge to navigate and utilize the essential features of MS Word effectively. Through hands-on exercises and practical demonstrations, participants will learn how to create and edit documents, manage revisions, and collaborate with colleagues in real-time. This training will equip users with the foundational knowledge needed to streamline workflows, increase productivity, and collaborate more efficiently within the organization

MICROSOFT APPLICATIONS

HyFlex

Meeting Date	Class Description
<p>Week 5: Friday, 4/18/25 9:00am-12:00pm</p>	<p>Outlook and Office 365 Essentials: This training equips participants with core skills in Outlook, an essential component of Office 365. In Outlook, users will learn efficient email management, calendar organization, and task tracking to improve efficiency. Additionally, this training will include practice with developing, responding to, and revising professional calendar invitations for shared governance meetings and other District/College activities, and the newly developed collaborative tool, Loop Through hands-on practice, users gain confidence in navigating this application, optimizing workflows, and enhancing communication within their organization while understanding how this critical backbone of 365 works in to improve communication processes.</p>
<p>Week 6: Friday, 4/25/25 9:00am-12:00pm</p>	<p>Excel & Power Platform: Collaborative Data Management: This training offers participants an overview of Microsoft Excel's functionalities, empowering them to become proficient users of this powerful spreadsheet software. In this training session, users will learn key functions of Excel, including navigating the interface, entering data, formatting cells, and creating basic formulas and functions. Participants will discover a range of tips and tricks to enhance their productivity and efficiency in Excel, such as keyboard shortcuts, conditional formatting, and data validation techniques. Through interactive demonstrations and hands-on exercises, users will gain practical skills and insights to optimize their use of Excel for data analysis, reporting, and decision-making. Additionally, this session will include a brief introduction to the potential of Microsoft 365's Power Platform, for going beyond Excel's data management capabilities.</p>
<p>Week 7: Friday, 5/2/25 9:00am-12:00pm</p>	<p>Optimizing Communication: Teams Calls and Phone: Users will learn about the essential topics, including setting up calling preferences, mastering the art of placing and receiving calls using the Teams app, navigating basic calling operations, accessing call history and voicemail, and uncovering numerous tips and tricks to enhance their Teams Voice proficiency. This training combines hands-on demonstrations, practical exercises, and interactive discussions to ensure participants leave with the confidence and skills needed to leverage Teams Voice effectively. Whether participants are seasoned Teams user or new to the platform, this training will equip them with the tools to elevate the communication experience and maximize productivity in the workplace.</p>