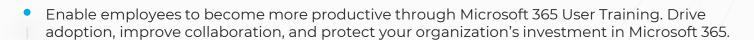




# **MICROSOFT 365 USER TRAINING** GET EMPLOYEES UP TO SPEED ON MICROSOFT 365



## LEARN FROM THE EXPERTS AND BECOME ONE

- Take a look at the core features of our Microsoft 365 User Training:
- **MICROSOFT 365 APPLICATIONS**
- Training for the web versions of Word, Excel, PowerPoint, Outlook and more are all covered.
- **OFFICE APPLICATIONS**
- For employees running locally installed versions of Office, employees can learn about each of the suite's most-used applications.
- Train employees how to make the most of Teams on its' various clients, as well as meetings and calling functionality.

# **MICROSOFT TEAMS**

# **EXAMS**

Validate employee understanding of learned topics through related exams, including centralized reporting to review progress.

# CLIPTRAINING

For more information about our employee training and enablement platform, visit our website

info@cliptraining.com



+1 888-611-CLIP (2547)



## MICROSOFT COPILOT

The AI-based chatbot turns words into productivity, making it the perfect learning opportunity with courses on how to best use this new feature from Microsoft.



### **LEARNING PATHS**

Define groups of learning material appropriate for each employee's role, keeping them focused on the cybersecurity issues they need to remain vigilant about.



#### **TRACKING & REPORTING**

Get visibility into training activity by Learning Path, course, or employee to gather insights into whether training is taking place.



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