D.T.I.
Direct Training Ireland

Microsoft 365
Foundation

1 Day Course

Course Overview

Empower yourself with the essential Microsoft 365 skills to work smarter, faster, and more confidently.

This course introduces Microsoft 365 from the ground up. It focuses on how to use Excel, Word, and PowerPoint effectively in a business environment. Learners gain the fundamental skills needed to work confidently across these applications and build a strong foundation for further learning. This is an essential starting point for anyone who wants reliable, transferable Microsoft 365 skills.

Who Should Attend?

This course is suitable for:

- Users with little or no experience of Microsoft 365
- Individuals who want a broad understanding of Microsoft 365 applications
- Administrative professionals, office staff, or support personnel who work with documents, spreadsheets, and presentations
- Anyone preparing to progress to Intermediate and Advanced courses in Microsoft 365

Required Knowledge:

- •Basic computer literacy (keyboard, mouse, file handling)
- No prior experience with Microsoft 365 applications is required

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What You Will Learn

Microsoft Excel

- Open and navigate Excel spreadsheets confidently
- Enter, edit, and delete data accurately
- Create basic formulas and use common functions
- Format worksheets for clarity and professional presentation
- Create charts to visually represent data

- Apply basic sorting, filtering, and PivotTable functionality

Microsoft Word

- Prepare, edit, format, and print documents
- Apply professional formatting best practices
- Use bullet points, numbered lists, and basic layout techniques
- Insert pictures, charts, and other graphical elements

Microsoft PowerPoint

- Create simple, effective PowerPoint presentations
- Understand audience perception and avoid common presentation pitfalls
- Apply correct slide layouts combining text and graphics
- Use built-in themes or templates for professional consistency
- Add basic slide transitions and object animations
- Set up, run, print, and share presentations professionally

Exclusions:

This course does not cover:

- Advanced Excel formulas, functions, and data models
- Complex Word features such as mail merge, references, or collaboration tools
- Advanced PowerPoint techniques, multimedia integration, or interactive presentations

These topics are addressed in higher-level courses.

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Key Learning Outcomes

At the end of this training, you should know how to:

- Work confidently across Microsoft 365 applications
- Create structured, readable spreadsheets in Excel
- Prepare and format professional Word documents
- Build clear and visually appealing PowerPoint presentations
- Apply core features to manage and present data, text, and graphics effectively

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Delivery Format

This is a **classroom-based course**. Each participant will have access to a **fully equipped workstation** with Microsoft Excel installed. The instructor will guide the course using live demonstrations, practical exercises, and real-time feedback.

Training Environment Includes:

- Individual PCs with **Microsoft Excel** (Office 365 or Excel 2021 or later)
- Course materials and online notes
- Comfortable classroom setting conducive to learning

Participants are **not required to bring their own laptop**.

Recommended Progression Pathway

After completing this course, learners should consider:

- Microsoft Excel, Level 2 – Intermediate Excel
- Microsoft Word, Level 2 – Intermediate Word
- Microsoft PowerPoint, Level 2 – Intermediate PowerPoint

These courses build directly on the skills introduced in this foundation course.

Learner Support

Participants will have indefinite online access to all practice files and notes at ***https://www.dti.ie***. Email support will also be offered on items covered during this course at ***support@dti.ie***.