



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

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## Microsoft Teams

### ✓ Step 1 – Select Product

**Application** – Microsoft Teams

**Platform** – Microsoft Windows

**Versions** – all current releases

**Level** – 1

**Location** – Client site

**Prerequisites:**

- Basic Keyboard Skills
- Basic Computer Skills

**What do you get:**

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

### ✓ Step 3 – Contact CTC

[www.ctcsydney.com.au](http://www.ctcsydney.com.au)

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Based on your chosen Product and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

### ✓ Step 2 – Select Topics

**Topics**

**Level 1**

- ☐ Exploring Teams
- ☐ Creating Teams
- ☐ Conversations
- ☐ Working with Teams
- ☐ Managing Teams
- ☐ Meetings
- ☐ Microsoft Whiteboard
- ☐ Teams Mobile App