

MS-900: Microsoft 365 Fundamentals Course Outline

Duration: 2 Days (16 Hours)

Delivery Mode: Instructor-Led | Online or In-Person

Level: Beginner

Certification Exam: MS-900

Prerequisites: Basic computer and internet skills

Course Overview

The MS-900: Microsoft 365 Fundamentals course is designed for individuals looking to gain foundational knowledge of Microsoft 365 cloud services. This beginner-level certification course introduces core Microsoft 365 concepts, services, benefits, and security capabilities. It is ideal for professionals seeking to understand how Microsoft 365 solutions improve productivity and collaboration in modern workplaces.

Course Objectives

By the end of this course, participants will be able to:

Understand cloud computing and Microsoft 365 cloud service offerings

Explain Microsoft 365 productivity solutions including Teams, Exchange, OneDrive, and SharePoint

Describe Microsoft 365 pricing, licensing, and support options

Understand Microsoft 365 security, compliance, privacy, and trust capabilities

Prepare for the MS-900 certification exam with confidence

Detailed Course Modules

Module 1: Cloud Concepts

- Introduction to Cloud Computing
- Benefits and Considerations of Cloud Services
- Types of Cloud Services (IaaS, PaaS, SaaS)
- Overview of Microsoft Azure and Microsoft 365

Module 2: Core Microsoft 365 Services and Concepts

- Overview of Microsoft 365 Suite
- Productivity Tools: Outlook, Word, Excel, PowerPoint
- Collaboration Tools: Teams, OneDrive, SharePoint
- Business Services: Exchange Online, Yammer, Stream

Module 3: Microsoft 365 Security and Compliance

- Security Features: Microsoft Defender, Conditional Access
- Compliance Capabilities: GDPR, eDiscovery, Information Protection
- Identity and Access Management: Azure AD, Multi-Factor Authentication
- Trust Center and Secure Score

Module 4: Microsoft 365 Pricing and Support

- Licensing Options and Service Plans
- Cost Management and Billing
- Service Level Agreements (SLAs)
- Support Options: Self-Service and Admin Center

Assessment & Certification

After completing the training, learners can take the **Microsoft MS-900 certification exam**. This validates your foundational understanding of Microsoft 365 and enhances your professional credibility.

Career Benefits

- Recognized Microsoft Certification for career advancement
- Improved understanding of Microsoft 365 ecosystem
- Increased productivity and collaboration efficiency
- Gateway to advanced Microsoft certifications (e.g., MS-100, MS-101)

Why Choose BACT IT Institute of Bangladesh?

- Certified Microsoft Trainers
- Real-time practical examples and case studies
- Hands-on labs with guided support
- Free course materials and exam tips
- Flexible class schedules (Weekday/Weekend)

