MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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MICROSOFT 365 FUNDAMENTALS (MS-900T01-A)

"Gain Core Knowledge of Microsoft 365 Services and Cloud Concepts for Business Productivity"

Schedule

Date	Venue	Fees (Face-to-Face)
13 – 14 Dec 2026	Riyadh, KSA	USD 1,995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Microsoft 365 is the leading cloud productivity suite used by organizations worldwide. This 2-day intensive training provides participants with a solid foundation in Microsoft 365 services, cloud concepts, and core features, enabling them to understand, implement, and manage Microsoft 365 solutions effectively.

Through practical demonstrations, hands-on exercises, and interactive sessions, participants will learn about Microsoft 365 services, security, compliance, collaboration tools, and cloud concepts. The course prepares individuals for Microsoft 365 fundamentals certification and enhances their ability to leverage cloud technologies for organizational efficiency.

Objectives

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

- Understand core Microsoft 365 cloud concepts and architecture.
- Navigate Microsoft 365 services, including Exchange, Teams, SharePoint, and OneDrive.
- Apply basic security, compliance, and identity management features.
- Understand Microsoft 365 licensing, subscriptions, and deployment options.
- Prepare for Microsoft 365 Fundamentals (MS-900) certification.

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Why Attend

- Gain foundational knowledge of Microsoft 365 cloud services.
- Learn to manage and utilize productivity and collaboration tools effectively.
- Improve cloud adoption and efficiency in organizational operations.
- Prepare for Microsoft 365 Fundamentals (MS-900) certification.
- Network with IT professionals and gain practical insights into cloud solutions.

Target Audience

This program is designed for:

- IT administrators, managers, and consultants
- Professionals involved in cloud adoption and IT services
- Business and technical decision-makers evaluating Microsoft 365 solutions
- Individuals preparing for MS-900 certification
- Professionals seeking to enhance their cloud computing knowledge

Individual Benefits

Key competencies that will be developed include:

- Understanding Microsoft 365 services, features, and architecture
- Knowledge of cloud concepts, deployment models, and subscription plans
- Skills in security, compliance, and identity management within Microsoft 365
- Ability to leverage collaboration and productivity tools effectively
- Preparedness for the MS-900 certification exam

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced adoption of Microsoft 365 services within the organization
- Improved productivity and collaboration across teams
- Strengthened security and compliance management
- Efficient cloud resource utilization and cost optimization
- Greater organizational readiness for digital workplace transformation

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Overview of Microsoft 365 cloud concepts and services
- Case Studies – Real-world examples of Microsoft 365 implementation
- Workshops – Hands-on exercises in Microsoft 365 features and tools
- Peer Exchange – Group discussions on challenges, adoption strategies, and best practices
- Tools – Step-by-step guides, templates, and resources for managing Microsoft 365

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Course Outline

Detailed 2-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Microsoft 365 Core Concepts

Module 1: Introduction to Cloud Services (07:30 – 09:30)

- Overview of cloud computing and Microsoft 365 services
- Deployment models and service types (SaaS, PaaS, IaaS)

Module 2: Microsoft 365 Core Services (09:45 – 11:15)

- Exchange Online, Teams, SharePoint, OneDrive, and collaboration tools
- Integration of services and business productivity benefits

Module 3: Microsoft 365 Licensing and Subscriptions (11:30 – 01:00)

- Understanding license plans, subscription options, and deployment strategies

Module 4: Workshop – Service Navigation (02:00 – 03:30)

- Hands-on exercises in Microsoft 365 service configuration and usage

Day 2: Security, Compliance, and Certification Preparation

Module 1: Security and Identity Management (07:30 – 09:30)

- User authentication, Azure AD, and access management
- Microsoft 365 security features and policies

Module 2: Compliance and Data Protection (09:45 – 11:15)

- Compliance standards, retention policies, and data governance
- Privacy and regulatory compliance in Microsoft 365

Module 3: Exam Preparation and Review (11:30 – 01:00)

- Key topics for MS-900 certification
- Practice questions and study strategies

Module 4: Workshop and Q&A (02:00 – 03:30)

- Practical exercises in security, compliance, and collaboration tools
- Course wrap-up and participant queries

Certification

Participants will receive a Certificate of Completion in Microsoft 365 Fundamentals (MS-900T01-A), validating their foundational knowledge in Microsoft 365 cloud services, security, compliance, collaboration tools, and readiness for Microsoft 365 Fundamentals certification.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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