



Microsoft 365 Fundamentals

Master productivity, collaboration, and secure cloud foundations with
Microsoft 365

✓ Productivity

✓ Collaboration

✓ Security

✓ Analytics

YOUR PRESENTER



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Course Resources

Access all course materials and supplementary resources

 Course URL

<https://arif.works/mbb/>

 Access all resources through Microsoft Learn links



Learning Path Agenda

5 key areas to master Microsoft 365 fundamentals

1



What is Microsoft 365?

Understanding the cloud-powered productivity platform

2



Productivity Solutions

Word, Excel, PowerPoint, Outlook fundamentals

3



Collaboration Solutions

Teams, SharePoint, OneDrive integration

4



Device & Endpoint

Intune, device management, security

5



Analytics & Admin

Power BI, usage analytics, admin center



What is Microsoft 365?

Version: 2026

Cloud-powered productivity platform combining apps, services, and security



Definition

Microsoft 365 is a cloud-powered productivity platform that brings together best-in-class productivity apps with intelligent cloud services, device management, and advanced security. It enables teams to work from anywhere, on any device, while maintaining enterprise-grade security and compliance.

✓ Cloud-based

✓ AI-powered

✓ Integrated

✓ Secure

Device Ecosystem

Work across all your devices



Desktop



Laptop



Tablet



Mobile

99.9%

Uptime

50+

Apps

1B+

Users



Work Anywhere

Access files and meetings from any device, anywhere in the world



Secure by Design

Enterprise-grade security with identity and data protection



Integrated

Apps that work seamlessly together



AI-Assisted

Copilot boosts productivity and quality



Microsoft 365 Components Overview

Complete ecosystem of productivity, collaboration, and security tools

Total Apps: 50+



Apps

Core productivity

Word ✓

Excel ✓

PowerPoint ✓

Outlook ✓

OneNote ✓

Productivity

Documents



Collaboration

Team work

Teams ✓

SharePoint ✓

OneDrive ✓

Yammer ✓

Stream ✓

Chat

Files



Security

Management

Intune ✓

Defender ✓

Entra ID ✓

Compliance ✓

Identity ✓

Security

Identity



Analytics

Insights

Power BI ✓

Usage Analytics ✓

Reports ✓

Dashboards ✓

Metrics ✓

Analytics

Reports



Admin

Governance

Admin Center ✓

User Management ✓

Licensing ✓

Notifications ✓

Settings ✓

Admin

Config

99.9% Uptime

1B+ Users

190+ Countries

24/7 Support

Productivity Solutions

Word, Excel, PowerPoint, and Outlook with AI-powered features

Word

Proposals & Policies: Create professional documents with templates
Copilot: AI drafts, editing suggestions, content generation

Excel

Budgets & Forecasts: Data analysis, what-if scenarios
Insights: AI-powered data analysis with Copilot

Impact

Time Saved	30%
Efficiency	+40%
Collaboration	+50%

PowerPoint

Pitch Decks: Professional presentations
Designer: AI-powered slide design suggestions

Outlook

Focused Inbox: Smart email filtering
Scheduling: Cross-timezone meeting coordination

Real-World Example

Finance team compiles monthly reports **30% faster** using Excel + Word + PowerPoint with shared templates.



Microsoft Teams: Collaboration Hub

Remote marketing sprint with integrated workflows



Remote Marketing Sprint

Organize your marketing campaign with dedicated channels for each workstream. Teams enables real-time collaboration, file co-authoring, and seamless communication.



Creative

3 members



Social

5 members



Web

4 members

✓ Co-authoring

✓ File sharing

✓ Video calls

✓ Loop components



30%

Faster decisions



50%

Fewer meetings

Teams Workspace



Teams collaboration space



Faster
Decisions



Better
Outcomes



SharePoint: Document Management & Sites

Enterprise content management and collaboration platform

Use Cases

Team Sites

Project collaboration

Intranet

Company news

Policies

Document templates

Knowledge Base

Self-service info

Key Features

Versioning

Approvals

Metadata

Search

Integration

Business Case

HR Onboarding Solution: Built a self-serve onboarding site with how-tos, forms, and FAQs, reducing helpdesk tickets by 60%.

60%

Ticket Reduction

40%

Time Saved

Self-service access to documents
Automated approval workflows
Version control and audit trails

Teams Integration

Each Team gets a connected SharePoint site



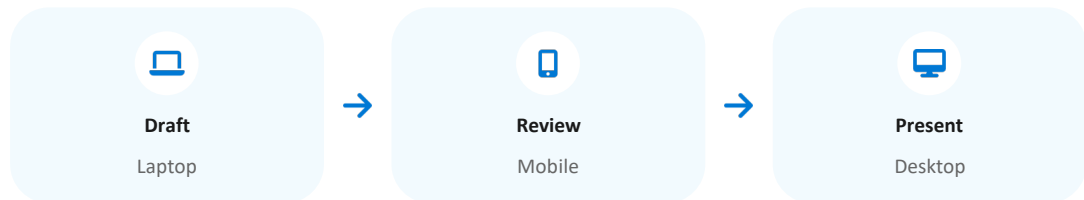
OneDrive: Personal Cloud Storage

Secure file sync, version control, and ransomware protection



File Sync Across Devices

Draft on laptop, review on mobile, present on desktop. OneDrive keeps your files synchronized across all devices automatically.



✓ Auto-sync

✓ Offline access

✓ Version history

✓ File recovery



1TB
Storage



Unlimited
Files



30 days
Recovery

Security Features

Protected



Version Restore
Recover previous versions



Ransomware Recovery
Restore encrypted files



File Encryption
AES-256 encryption



Access Control
Permission management

Device & Endpoint Management with Intune



Secure, manage, and deploy devices across your organization

Capabilities

Manage Windows, macOS, iOS, Android

Cloud-based management

Secure device enrollment

Automatic updates & patches

Windows

macOS

iOS

Android

Security Features

✓ Compliance policies

✓ Conditional Access

✓ App protection policies

✓ Windows Autopilot

✓ Device encryption

● All security features active

Real-world Scenario

Device Compliance

Only compliant, encrypted devices can access company data. Non-compliant devices get guided remediation to meet security requirements.

✓ Compliant devices: 95%

⚠ Non-compliant: 5%

ℹ Automated remediation available



Analytics: Power BI & M365 Usage

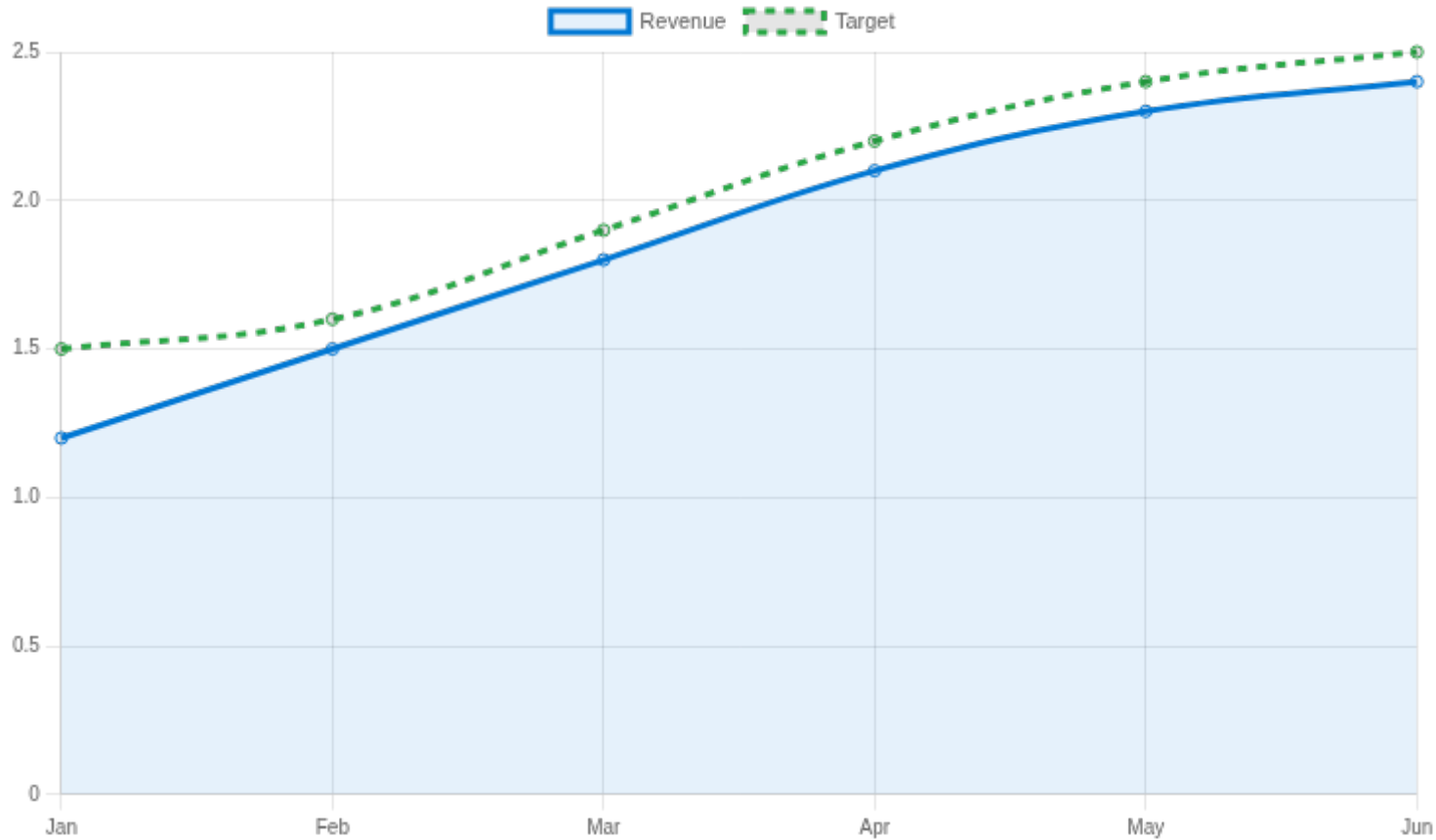
Data-driven insights for better decision making



Sales Pipeline Dashboard

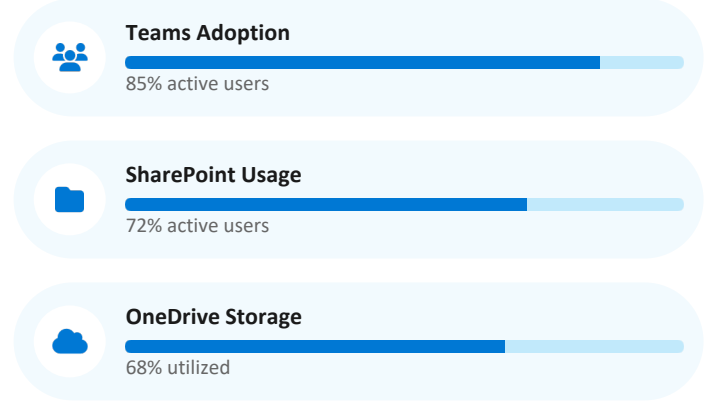
Conversion rates, regions, top performers

Filter:



M365 Usage Analytics

[View All](#) >



Key Insight

Teams usage increased by 25% after implementing new collaboration features, leading to faster project completion.

\$2.4M
Total Revenue

↑ 12%

1,234
Active Users

↑ 8%

24%
Conversion Rate

↑ 5%



Administrative Capabilities

Microsoft 365 Admin Center overview and best practices



M365 Admin Center Features

Users, licensing, service health, security & compliance

[View All >](#)



Users & Groups

Manage user accounts and permissions



Licensing

Assign and manage licenses



Service Health

Monitor service status



Security

Security & compliance



Message Center

Change notifications



Analytics

Usage insights

✓ Least privilege roles

✓ Naming standards

✓ Lifecycle policies

✓ Regular audits

Service Status

● All Good



Exchange Online

Operational



SharePoint

Operational



Teams

Operational



Recent Changes

3 new updates available in Message Center requiring admin action.



How It All Works Together

End-to-end integration workflow for new hire onboarding

New Hire Onboarding Workflow

Secure, consistent, measurable experience



Device



Autopilot enrollment



Intune MDM setup



Security policies



Access



Entra ID license



Group assignment



Resource access



Collaboration



Teams channel



SharePoint site



OneDrive setup



Insights



BI dashboard



Completion trends



Task tracking



Secure
100% compliance



Consistent
All devices



Measurable
Real-time insights



Efficient
30% faster





Thank You & Key Takeaways


Microsoft 365 Fundamentals - MS-900


Resources: arif.works/mbb

Key Takeaways [View All >](#)

 **M365 unifies** productivity, collaboration, security, and insights into one platform

 **Start small:** Standardize Teams + OneDrive; secure with Intune

 **Measure adoption** with M365 Usage + BI, iterate quarterly

 **Secure by design:** Identity, device, and data protection

Next Steps

 Set up Teams for your organization 

 Configure OneDrive sync 

 Implement Intune policies 

 Set up usage analytics 

Thank You!

Ready to transform your workplace with Microsoft 365?





Or Click [here](#)



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