Modern Workplace – choose progress

Our courses on Microsoft M365, Office & Windows

Modern tools bring many advantages for safe and efficient work. Be it the cloud-based productivity suite Microsoft 365, which includes the well-known Office apps and other collaboration tools, or Microsoft Teams for teamwork and communication, or SharePoint as a platform for creating and managing team websites, document libraries and workflows.

The advantages are obvious: employees can work flexibly from anywhere and on any device. Secure communication and collaboration across locations and platforms and management of access are ensured with full control. In addition, tools that increase employee productivity and satisfaction make them more engaged and more likely to stay with the company.

We at soluzione offer 4000+ learning units in our huge learning library and thus cover all common Microsoft tools.

What makes our course modules so special?

- We are specialists in knowledge transfer with many years of experience and methodological and didactic competence.
- All learning content is without exception in-house productions - so you are always on the right side of the copyright.
- If knowledge is to be received, users must enjoy attending the learning modules. That's why we rely on animated learning films with a motivating storytelling approach – so that knowledge transfer is also fun!

Our promise of success

- Fast user activation
- Easy to implement in everyday work
- High acceptance among employees
- Building sustainable habits

If required, e-learning can be embedded in our overall offerings. Among other things, we offer:

- Live demos of custom use
- Benefits and objectives of a company-specific film
- UseCase-based training for a quick sense of achievement
- Individual campaigns to keep your workforce up to date, to set impulses and to provide them with cheat sheets on a regular basis
- Support in every phase of your implementation process: Together, we define the topics in a communication plan, ensure appropriate measures and measure success
- Advice on the sensible acquisition of licenses

soluzione Course Modules for Windows & OneDrive

- Accessibility for Windows 10 and Office 365
- Accessibility for Windows 11 and Office 365
- Windows 10
- Windows 11
- OneDrive with Windows 10
- OneDrive with Windows 11

soluzione Course Modules for Office LTSC 2019

- Word 2019
- Excel 2019
- PowerPoint 2019
- Outlook 2019

soluzione Course Modules for Office Online

- Word Online
- Excel Online
- PowerPoint Online
- Outlook Online

soluzione Course Modules for Microsoft M365

- Word M365
- Excel M365
- PowerPoint M365
- Outlook M365
- The New Outlook

soluzione Course Modules for Teams

- Teams
- Teams for Team Owners
- Teams for Team Members
- Communicating using Teams
- Teams Education
- Teams Premium
- Calling with Teams

soluzione Migration Help Course Modules

- Switching to the New Outlook
- Switching from Skype to Teams

soluzione Course Modules for Viva

- Viva Connections
- Viva Engage
- Viva Insights

Additional soluzione Course Modules

- OneNote Desktop App
- Planner
- SharePoint
- Whiteboard
- Forms
- Scheduling Polls
- UseCases
- To Do
- M365 Tool Compass
- 2 Factor Authentication
- Lists
- Bookings
- Visio
- Clipchamp
- Microsoft Loop
- Power BI
- Power Automate
- Remote Work with M365
- Self Management with M365
- Self Management with M365 (with Outlook Classic)