

Course Name

Microsoft Teams

Course Duration

3 hours

Course Content

- **Topic A**
 - Navigate the Teams interface (1 hour)
- **Topic B**
 - Create a Team (1 hour)
- **Topic C**
 - Meet in Microsoft Teams (1 hour)

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](https://www.insighta.co.uk)**