Solution

# Course Introduction

## What is Microsoft 365?

Microsoft 365 is a suite of cloud-based productivity tools and services. It combines the Microsoft Office applications with full-featured cloud-based services, collaboration tools and security features.

Microsoft 365 includes all of the popular applications like Word, Excel, PowerPoint, Outlook, Teams and so much more. These applications are accessible across various devices like PC's, laptops, tablets and phones and allow users to work seamlessly and collaborate in real-time.

In addition to the core applications, Microsoft 365 provides cloud storage via OneDrive making it simple to store and share files with teammates. All that is required is an active internet connection.

Microsoft 365 also offers various collaboration and communication tools like Viva Engage(Yammer) and Microsoft Teams which facilitate online video and audio meetings, file sharing and chat.

## Three Advantages of Switching to Microsoft 365

* Offers cloud-based services that are accessible anywhere, anytime
* Perpetually kept up to date with the latest features and updates
* Allows us to work seamlessly and collaborate in real-time

## Name Three Applications Included with Microsoft 365

