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### Course's Overview

#### Welcome to the course!

In this course, you'll learn in a classroom-style setting in addition to online discussions, team project collaboration, and special event participation through the Learning center portal.

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#### Create an event

When you add an event, it will show here where your visitors can see it.

Month 01

#### Title of event

Tuesday 12:00 AM - 1:00 PM

Month 01

#### Title of event

Tuesday 12:00 AM - 1:00 PM

Month 01

#### Title of event

Tuesday 12:00 AM - 1:00 PM

### Course updates [Sample content]

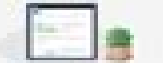
+ Add



+ Add News

#### Create a news post

Keep your audience engaged by sharing your latest updates.



#### Keep your team updated with news on your team site

From the site home page you'll be able to quickly surface a news post -- a status update, trip report, or even just highlight a document with some additional context...



#### What is a team site?

A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. For example, you can use a team site to share and collaborate...



#### Add a page to a site

Adding pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, video, and more. You can create and publish pages quickly and easily, and...



### Meet the course instructor [Sample content]

Hi, my name is Megan Rowen. I am excited to be teaching this course again for the 5th year in a row! Teaching is my passion because I love watching others learn and grow. I am looking forward to meeting you soon.

Read my course FAQs and email me for questions.

# Microsoft Courses Manuals

**Nathan Maxwell**



## **Microsoft Courses Manuals:**

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