

# Workshop on Microsoft 365

## Introduction:

The Microsoft 365 Workshop aims to enhance productivity and collaboration through tools like Teams, SharePoint, Excel, and Power Automate. Gain practical, hands-on experience to advance your academic and professional growth in today's digital landscape.

## Trainer's Profile



**Mr. Muhammad Tariq Khurshid**  
Director at TMR Consulting

Mr. Muhammad Tariq Khurshid has over 26 years of experience in Microsoft technologies and ERP solutions, specializing in Microsoft Dynamics and cloud services. He holds multiple certifications, including Microsoft 365 Teams Administrator, and is known for delivering practical, real-world insights in his training sessions. His approach simplifies complex concepts, empowering participants to confidently apply new skills.

## Registration Contact:

**Ms. Bazzla Islam**

Officer Members' Affairs

Phone: +92 302 5252068, 051-4435170

Email: bazzla.islam@icmap.com.pk

## Workshop Contents:

- Introduction and Getting Started with Microsoft 365
- Key Applications Overview
- Cloud Storage and File Sharing
- Productivity and Automation Tools
- Microsoft 365 Security and Compliance
- Tips and Best Practices for Microsoft 365
- Q&A and Practical Exercises

## Program Details:

### Day, Date & Timing:

Saturday, October 19, 2024  
09:00 am to 05:00 pm

### Venue:

ICMA Islamabad Campus, Plot 16, Street 6, H-9, Islamabad

### Registration Fee:

Members of ICMA/ICAP/PIPFA/RITBA/ACCA	Rs. 3,000/-
Students of ICMA /ICAP/ACCA/PIPFA/ Other Business Students	Rs. 1,000/-
Others	Rs. 5,000/-

**CPD:**  
08 Hours

With Warm Regards:

**Haider Abbas, FCMA**

Secretary  
Islamabad Branch Council

**Muhammad Rizwan Arshad, FCMA**

Vice Chairman  
Islamabad Branch Council

**Muhammad Imran, FCMA**

Chairman  
Islamabad Branch Council