

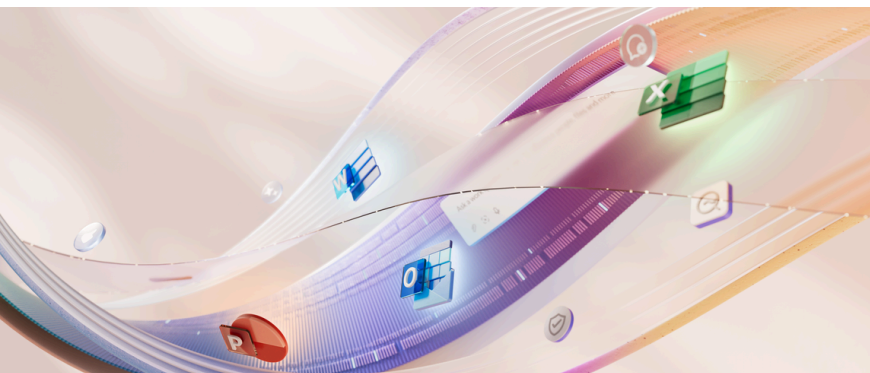
THE CALLED X Microsoft



01 Overview

In today's fast-paced business environment, mastering the right tools along with essential soft skills and entrepreneurship skills is key to staying competitive and driving growth. Microsoft offers a powerful suite—**Power BI, Microsoft Copilot, and Microsoft 365**—to help entrepreneurs streamline operations, make data-driven decisions, and improve collaboration.

Power BI provides real-time data insights, Microsoft Copilot boosts productivity by automating tasks, and Microsoft 365 offers tools for document creation, communication, and team management—all accessible in the cloud. Combined with strong **soft skills** like leadership and communication, and **entrepreneurship** skills like business planning and marketing, these tools create a powerful ecosystem that helps businesses scale and succeed.



02 Objective

To make learning these tools even easier, we've hand-selected a range of courses through the Microsoft Learn portal and LinkedIn Learning. With self-paced modules and hands-on resources, you can gain the skills you need on your own schedule, ensuring you're always prepared to make the most of these powerful business solutions.



MASTER KEY TOOLS

Learn Power BI, Microsoft Copilot, and Microsoft 365 to streamline your business.



FLEXIBLE LEARNING

Access hand-picked courses on the Microsoft Learn portal and LinkedIn, at your own pace.



DRIVE GROWTH

Gain insights, automate tasks, and enhance collaboration to scale businesses faster.

03 Why Microsoft AI?

Learning Microsoft Copilot and Microsoft AI helps entrepreneurs boost productivity, streamline workflows, and enhance decision-making by automating tasks across Microsoft 365 apps like Word, Excel, Outlook, and Teams. Copilot drafts emails, generates reports, creates presentations, and analyzes data, freeing up time for more strategic activities without requiring technical skills.

Additionally, Microsoft AI enhances collaboration by providing real-time insights during meetings, summarizing discussions, suggesting next steps, and even helping with content creation. As businesses scale, Copilot's seamless integration with Microsoft tools keeps projects, communications, and data organized. Mastering Copilot and Microsoft AI empowers entrepreneurs to work smarter, reduce administrative tasks, and make more informed decisions to drive growth.

01

Transform your business with Microsoft AI

- 2 h 34 m
 - Leverage AI tools and resources for your business
 - Create business value from AI
 - Embrace responsible AI principles and practices
 - Scale AI in your organization

<https://learn.microsoft.com/en-us/training/paths/transform-your-business-with-microsoft-ai/>

02

Get started with Microsoft 365 Copilot

- 1 h 41 m
 - Introduction to Microsoft 365 Copilot
 - Explore the possibilities with Microsoft 365 Copilot
 - Optimize and extend Microsoft 365 Copilot

<https://learn.microsoft.com/en-us/training/paths/get-started-with-microsoft-365-copilot/>

03

Craft effective prompts for Microsoft 365 Copilot

- 2 h 10 m
 - Summarize and simplify information with Microsoft 365 Copilot
 - Create and draft with Microsoft 365 Copilot
 - Edit and transform content with Microsoft 365 Copilot
 - Ask questions and analyze content with Microsoft 365 Copilot

<https://learn.microsoft.com/en-us/training/paths/craft-effective-prompts-copilot-microsoft-365/>

04 Why Power BI?

Learning Power BI helps entrepreneurs make data-driven decisions and streamline operations by consolidating data into interactive dashboards. It provides real-time insights into key metrics like sales, financial performance, and customer behavior, enabling quicker, more informed decision-making. As businesses grow, Power BI scales with them, offering deeper analysis and reporting without needing technical expertise.

Beyond reporting, Power BI helps identify opportunities, manage risks, and stay competitive through predictive analytics and seamless integration with tools like Excel and Teams. Ultimately, mastering Power BI empowers entrepreneurs to improve efficiency, optimize operations, and make smarter strategic decisions for long-term success.

01

Get started with Power BI

- 1 h 30 m
 - Explore what Power BI can do for you
 - Get started building with Power BI

<https://learn.microsoft.com/en-us/training/paths/get-started-power-bi/>

02

Get and transform data with Power BI

- 3 h 47 m
 - Get data in Power BI
 - Clean, transform, and Load data in Power BI

<https://learn.microsoft.com/en-us/training/paths/get-transform-data-power-bi/>

03

Build your first data model and explore the data by using Power BI - Online workshop

- 1 h 32 m
 - Understand how to create relationships to link data property
 - how to add and use visualizations
 - how to create groups to organize data

<https://learn.microsoft.com/en-us/training/modules/build-your-first-data-model/>

05 Why Microsoft 365?

Learning Microsoft 365 is essential for entrepreneurs who want to streamline operations, improve collaboration, and boost productivity while enhancing their digital literacy. With tools like Word, Excel, PowerPoint, Outlook, Teams, and OneDrive, entrepreneurs can manage documents, analyze data, communicate, and store files—all in the cloud for easy access from anywhere.

Microsoft 365 also offers advanced features like automated workflows with Power Automate, data insights through Power BI, and secure collaboration through OneDrive and SharePoint. Teams further enhances communication and project management. Mastering Microsoft 365 not only improves digital literacy but also helps entrepreneurs optimize processes, improve teamwork, and focus on growth, making it an indispensable tool for modern business leaders.

01

Digital Literacy and Productivity Learning Pathway

- 3h 56m
 - Working with Computers and Devices
 - Working and Collaborating Online
 - Getting Started with Microsoft 365

<https://www.linkedin.com/learning/paths/career-essentials-in-digital-literacy>

02

Introduction to collaborating with Microsoft Teams

- 25m
 - Describe the value of using Microsoft Teams for collaboration
 - Identify the core features of Microsoft Teams
 - Identify scenarios appropriate for using Microsoft Teams

<https://learn.microsoft.com/en-us/training/modules/introduction-to-collaborating-microsoft-teams/>

03

Team Collaboration in Microsoft 365

- 1h 28m
- Understand Microsoft 365 Accounts and Core Services
- Tools for Team Collaboration

<https://www.linkedin.com/learning/team-collaboration-in-microsoft-365>

06 Why Entrepreneurship Skills?

Mastering soft skills is key to becoming a successful entrepreneur. Build the essential skills that drive business success—such as emotional intelligence, communication, leadership, and problem-solving. These skills help you navigate challenges, motivate your team, and build strong relationships with customers and partners.

Combine these with entrepreneurship skills to transform your ideas into reality. Learn the fundamentals of starting and growing a business, from identifying and testing your business idea to securing funding and executing effective marketing strategies. Mastering both soft and entrepreneurship skills will equip you to lead confidently and thrive as a small business owner.

01

Entrepreneurship Learning Pathway

- 6h 55m
 - Foundations
 - Understanding Business
 - Creating a business plan
 - Foundations of Raising Capital
 - Finance Essentials for Small Business
 - Small Business Marketing

<https://www.linkedin.com/learning/paths/career-essentials-in-entrepreneurship>

02

Professional Soft Skills Learning Pathway

- 9h 13m
 - Develop Your Emotional Intelligence
 - Building Resilience
 - Embracing Unexpected Change
 - Critical Thinking for Better Judgment and Decision-Making
 - Why Trust Matters with Rachel Botsman
 - Teamwork Foundations
 - Communication Foundations
 - Effective Listening
 - Persuading Others
 - Writing in Plain Language
 - Banish Your Inner Critic to Unleash Creativity
 - Unconscious Bias

<https://www.linkedin.com/learning/paths/career-essentials-in-soft-skills>