

# Microsoft Dynamics CRM Introductory Training

## Course Objectives

The primary objective of the introductory course is to introduce the basic concepts of CRM's core functionality to new users of core functionality.

## Course Format

The training and training materials uses scenarios to help contextualise how and when the following tools should be used:

- Navigating around Microsoft Dynamics CRM
- Microsoft Dynamics CRM in Outlook client or Web client
- Creating personalised CRM views from a chosen subset of data
- Looking at the relationship between account, contact and lead records
- Creating and managing CRM records and activities
- Creating and using CRM dashboards to measure performance.

## Course Pre Requisites

There are no pre requisites for this course as it is aimed at users who are new to Microsoft Dynamics CRM.

## Course Timings

This course is a half-day session.