

# Business Central General Navigation

TruNorth Training Course Curriculum

## Course Description

This course is designed to provide participants with a solid understanding of navigation within Microsoft 365 Business Central. Participants will learn how to effectively move through the Business Central interface, utilize key tools for day-to-day tasks, and access relevant features efficiently. By the end of the course, attendees will feel confident exploring workspaces, performing search operations, using filters, and personalizing their user experience.

The course caters to beginners who are either new to Business Central or need a comprehensive understanding of its interface and tools for smoother adoption and productivity. It combines theoretical walkthroughs with hands-on practice, making the learning experience engaging and practical.

## Learning Objectives:

- Navigate and understand the Business Central interface, including menus, role centers, and action panes.
- Perform effective searches using Tell Me, global search, and navigation keys.
- Use filters, sorting, and views to quickly find and manage data.
- Personalize pages, actions, and role centers to align with specific job functions.
- Understand and utilize keyboard shortcuts to enhance productivity.
- Leverage in-product help and resources to independently troubleshoot and explore features.

## Additional Details:

**Format:** Virtual delivery with up to 5 users and a provided recording.

**Course Level:** Beginner

**Skills Prerequisites:** None

**Typical Attendees:** Any users of Business Central who would like to review the navigation and personalization features and/or new Business Central users.