

## **Abstract**

*Education is the process of changing the attitudes and behavior of a person or group in an effort to mature humans through teaching and training. In the field of education, teaching and training are conducted online. In general, a training or learning media is carried out offline but since the Covid-19 pandemic an event such as training has been carried out online. In online training events, registration for training activities is usually carried out using electronic forms that are distributed and filled out by participants. However, the process is not that simple. There are needs such as participant selection, confirming participant attendance, participant attendance, and claiming certificates. So that in addressing the issue, it is hoped that a solution will be found that facilitates the end-to-end process of training activities from registration to reporting and certificate issuance. Therefore, in this Independent Study, we study and implement features that can be used to help solve existing problems.*

*Where by utilizing the features that are already available in Microsoft 365, it is easier to work on the given project capstone. PT. MariBelajar with Microsoft 365 to change conventional learning methods to technology-based learning methods and use Microsoft 365 media to go to information technology-based learning. During the process of working on the project, it helps in improving soft skills in the use of Microsoft 365 features with the achievement of results in the form of implementing services from Microsoft in teaching and training.*

**Keyword :** *Education, Independent Study, MariBelajar, Microsoft, and Capstone Project.*