

# CHANGING SOCIAL

## TRAINING CATALOGUE

**WELCOME TO  
CHANGING SOCIAL.**

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# OUR SERVICES

## REALISE THE BENEFITS OF CHANGE

We are Microsoft Gold Partners and have a great deal of experience in supporting organisations make the most of their technology.

Our approach is to focus on the people side of digital transformation, with the goal of making work easier through new ways of working. Simply put, we are a people first digital consultancy focusing on helping your customers get the most out of Office 365



### STRATEGY & CHANGE

We develop world-class adoption strategies tailored to you.



### MICROSOFT 365 TRAINING

Providing Microsoft 365 training & skills to make the change happen



### DIGITAL CHAMPIONS

Engage your employees, learn new skills and build a community



### EMPLOYEE EXPERIENCE

Employee Experience to increase connection, wellbeing and productivity.



### POWER PLATFORM

Making the impossible, possible with the Power Platform to create efficient and flexible solutions



### FUNDED WORKSHOPS

Microsoft funded workshops designed to transform how your organisation works

## THE CHANGING SOCIAL METHOD

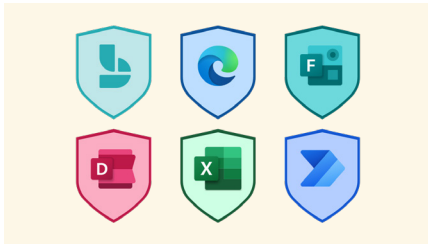
Building your digital workplace is one of the most important investments you'll make. Backed by industry accreditation and with expert technical knowledge, we'll work with you and your customers to get you set up for success.

We help you realise the full potential of Microsoft technologies and equip you with the skills, knowledge and confidence to ensure that you are set up for success now and for the future.



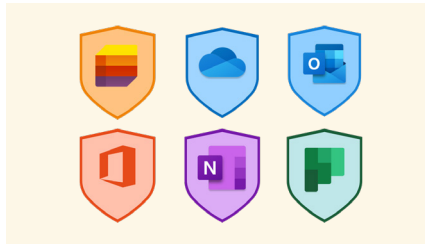
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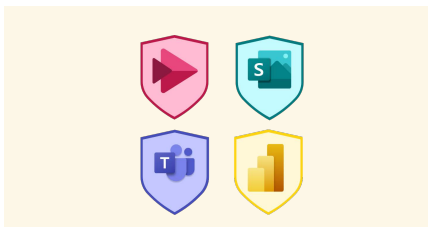
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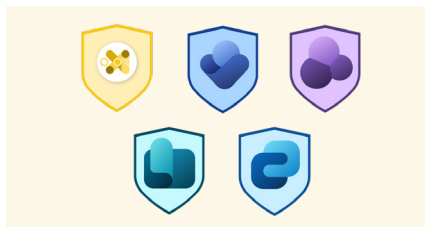
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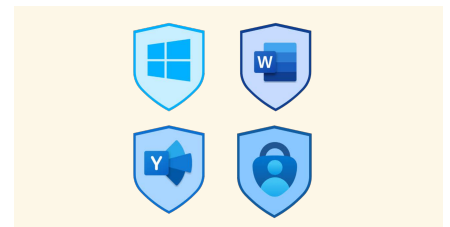
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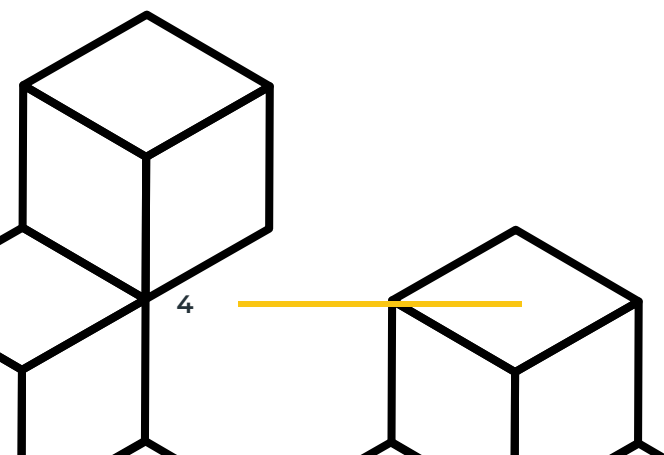


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## BO101-1 Level 1 Foundation - Bookings

### Minimise calendar clashes with Microsoft Bookings

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Your bookings page lets your team and customers alike book time with you based on your schedule, to minimise multiple meetings coming into your calendar for the same time. In this course we will show you how to create a Microsoft Bookings calendar and set up a schedule based on rules you create, with the flexibility you need for rescheduling and can-celling, saving hours in meeting booking administration.

#### Objectives

- Use Bookings to create a booking calendar
- Create services and manage settings
- Manage service and staff availability



## BO201-1 Level 2 Intermediate - Bookings

### Finding free calendar space with clients made easy with Microsoft Bookings

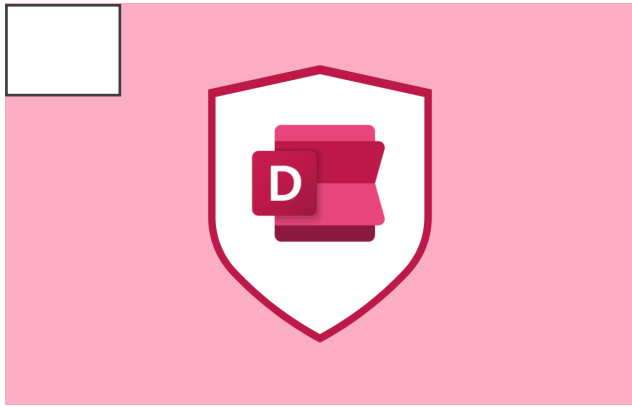
**Duration** 60 minutes    **Delivery Type** Online

#### Description

Bookings allows you to manage staff availability and services so customers and colleagues can book based on availability. In this course we will teach you how to create a bookings calendar, create services and manage the settings for those services and well as oversee staff availability.

#### Objectives

- Create a booking calendar to book staff and services
- Add multiple service providers
- Set staff availability
- Manage staff resources and services
- Use Bookings from Teams app



### DE101-1 - Level 1 Foundation - Delve

## Showcase your skills and grow your internal network quickly with Delve

**Duration** 30 minutes  
**Delivery Type** Online

### Description

Setting up a great Delve profile will help broaden your network and set you up for success by showcasing your skills and talents. This course will show you where to find and manage your Delve profile, connect with others, and view content.

### Objectives

- Understand Delve and when to use it
- Access your Delve profile
- Update your profile settings
- Manage your M365 profile using Delve
- View your content in Delve



### ED101-1 - Level 1 Foundation - Edge

## Optimise and customise your online experience with Microsoft Edge

**Duration** 60 minutes  
**Delivery Type** Online

### Description

Optimise your online experience with Microsoft Edge. We will show you how to customise your settings for that personalised look and feel. You can even improve productivity by adding apps that help you work smarter.

### Objectives

- Understand web browser basics
- Set performance options (sleeping tabs, startup boost)
- Use account sync to connect your Microsoft accounts
- Use security features to protect your PC
- Use vertical Tabs
- Create and manage collections
- View your browser history
- Set favorites and use the bookmark bar
- Personalise your browser look and feel
- Add apps to your browser
- Create QR codes to share sites



## EX101-1 - Level 1 Foundation - Excel

### Build solid Excel knowledge by starting with the foundations

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

We will make sure that after completing this foundations course, you will have all the knowledge you need to create a standard and intuitive spreadsheet. By the end of the session, you will gain great techniques for entering and editing data and be able to understand formatting to create tables to track and organise data.

#### Objectives

- Understand the Excel Interface
- Use selection tools to select cells for use
- Navigate rows and columns
- Enter and Edit Data in a spreadsheet
- Format your Excel data



## EX101-2 - Level 1 Foundation - Excel

### Access Spreadsheets anywhere, anytime with Excel online

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Microsoft 365 enables you to access your files from anywhere, including online, which gives you a different view. In this course you will learn to recognise those differences as well as how to create, build and save spreadsheets directly in your web browser.

#### Objectives

- Create new spreadsheets online
- Explore the Excel Online Interface and tools
- Use Excel Online to co-author Excel spreadsheets
- Manage file sharing options



### EX101-3 - Level 1 Foundation - Excel

## Drive consistency and streamline your spreadsheets with Excel templates

**Duration** 60 minutes    **Delivery Type** Online

### Description

In this course you will learn how to use and create templates in Excel and Excel Online and how to use them to create consistent file layout and design.

### Objectives

- Understand what a template is and when to use one
- Use built-in templates
- Create an Excel template
- Create and add templates in Excel Online



### EX101-4 - Level 1 Foundation - Excel

## Bring your data to life with Excel tables and charts

**Duration** 60 minutes    **Delivery Type** Online

### Description

Numbers can be everyone's strong point, and in this course will cover the ins and outs of analysing and organising data in Excel. You will learn how to create and format tables from new or existing data and how to analyse and visualise this through charts.

### Objectives

- Understand what a table is and when to use one in Excel
- Create a Table
- Formatting the look and feel of Excel tables
- Understand the different types of charts
- Create a chart in Excel from table data
- Format a chart



## EX101-5 - Level 1 Foundation - Excel

### Analyse data more efficiently with Excel

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Learn how to analyse data successfully with Excel. At the end of this course, you will be able to use Excel formatting to sort, filter and customise data views, reveal trends, and highlight changes. This will allow you to create key performance indicators (KPI's), and much more, with just a few clicks.



#### Objectives

- Understand and apply conditional formatting
- Use sort and filter to manage data
- Create custom views to simplify data manipulation



## EX101-6 - Level 1 Foundation - Excel

### Work smarter, not harder with formulas and functions in Excel

**Duration** 60 minutes    **Delivery Type** Online

#### Description

This introductory course will help set strong foundations for using formulas and functions to save time and drive consistency. We will demonstrate how to write great formulas and how to use functions such as AutoSum.

#### Objectives

- Understand the basic rules of formula writing
- Create basic formulas to calculate data
- Use AutoSum and basic functions to calculate data
- Understand absolute and relative reference and when to use them



## EX201-1- Level 2 Intermediate - Excel

### Working at pace with intermediate functions in Excel

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

You have set strong foundations already, so this intermediate course will start to drive a deeper understanding of functions and formulas. You will learn how to use functions from the Date/Time, Lookup and Reference, and Logical categories. You will also understand and manipulate function syntax to calculate and analyse data - perfect for that slightly more detailed data gathering.

#### Objectives

- Examine Excel functions in multiple function categories.
- Understand how to use Excel functions and function syntax
- Use Dates in formulas and functions
- Explore the Excel functions Vlookup and IF



## EX201-2- Level 2 Intermediate - Excel

### Improve data management by using worksheets in Excel

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Learn and understand how to integrate data efficiently using large workbooks. Gain skills to link multiple worksheets with formulas and embed Excel to the other M365 apps. Create that single point of access for all your data.

#### Objectives

- Understand and create 3D references to calculate across worksheets
- Modify worksheet options to increase functionality and organisation
- Link files in Excel Online
- Use object linking and embedding to insert data into Excel



EX201-3 -Level 2 Intermediate - Excel

## Simplified data analysis using PivotTables

**Duration**      **Delivery Type**  
60 minutes      Online

### Description

Learn how to analyse your data with ease using PivotTables. We will give you the tools to create and modify PivotTables for data analysis. We will cover the entire process, from preparation of data to PivotTable report.

### Objectives

- Understand to prepare your data for use in PivotTables
- Create a basic Pivot Table from Excel data
- Group fields to organise data
- Customise PivotTable design
- Use data summary options to calculate data





### EX301-1 - Level 3 Advanced - Excel

## Set your own success factors with Excel functions

**Duration** 60 minutes    **Delivery Type** Online

### Description

This course is designed to take those who use Excel regularly, but want to become an expert, to the next level. At the end of this session, you will understand nested functions and their syntax, and dive into XLOOKUP, MATCH, and INDEX. We will also teach you how to audit your workbooks for function errors.

### Objectives

- Understand and use named ranges in functions
- Understand nested Functions and their syntax
- Explore the Excel functions XLOOKUP, MATCH, and INDEX
- Use formula auditing tools to manage function errors



### EX301-2 -Level 3 Advanced - Excel

## Simplify complex data with Excel Pivot Tables

**Duration** 60 minutes    **Delivery Type** Online

### Description

If you are taking this course, you will already know the basics of PivotTables. In this session, we will learn how to create PivotTables and PivotCharts from complex data sources for data analysis and summary.

### Objectives

- Create a PivotTables from multiple data sources
- Create a PivotChart
- Create PivotTables from external data sources

## EX301-3- -Level 3 Advanced - Excel

### Accelerate productivity with task automation in Excel

**Duration** 60 minutes  
**Delivery Type** Online

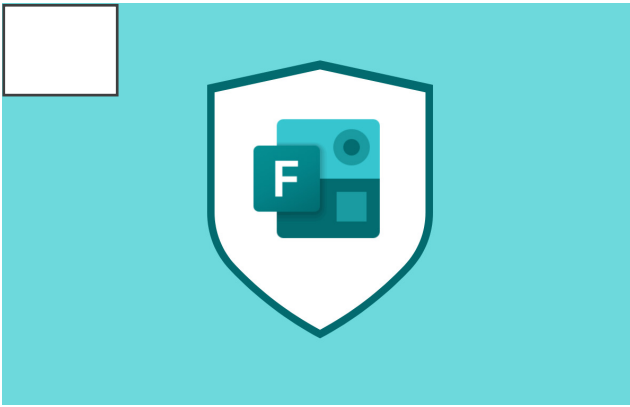
#### Description

Save time and improve productivity by using Power Automate and Excel Macros. This course will teach you how to record macros to perform tasks in Excel with the click of a button or use tools in Power Automate to create data workflows and connections.

#### Objectives

- Understand macros and how to create recorded macros
- Use Power Automate to automate Excel data entry
- Use office scripts to automate tasks in Excel Online





## FO101-1 - Level 1 Foundation - Forms

### Gathering accurate data swiftly with Microsoft Forms

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Whether you need to collect information on a project quickly, or assess someone's training needs for example, Microsoft Forms has you covered. You can even analyse the results with built in chart tools or export into Excel for additional data analysis.

#### Objectives

- Create Forms using Microsoft Forms
- Format the look of a form
- Create quizzes and view scores
- Understand the ways to distribute forms for data collection
- View form responses and export for data analysis
- Use real-time data updates in Excel



## FO201-1 - Level 2 Intermediate - Forms & Teams

### Crowd source the information you need with ease using Microsoft Teams

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Creating group forms in Teams showcases collaborative working and a single source of truth. In this course you will learn how to display data results from forms in Teams channels, and how to use polls in meetings to capture real time feedback from meeting participants, driving more productive meetings.

#### Objectives

- Create a group form in Teams
- Add a form tab in Teams channels
- Create polls to collect data during Teams meetings
- Access and analyse poll results



## FO301-1 - Level 2 Advanced - Forms & Power Automate

### Save time and automate data collection with Microsoft Forms

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

This course will highlight the power of using Microsoft Apps together for consistent and better results. We will teach you how to connect Microsoft Forms to Power Automate to transfer data and process automation. We will also show you how to create, test, and implement flows using SharePoint data.

#### Objectives

- Navigate around the Power Automate screen and use Power Automate terminology
- Create a flow from a template
- Use connectors within the template flow that post form responses to a SharePoint list
- Test a flow to make sure it runs
- Add a connector to a flow
- Share a flow, form and SharePoint list with colleagues

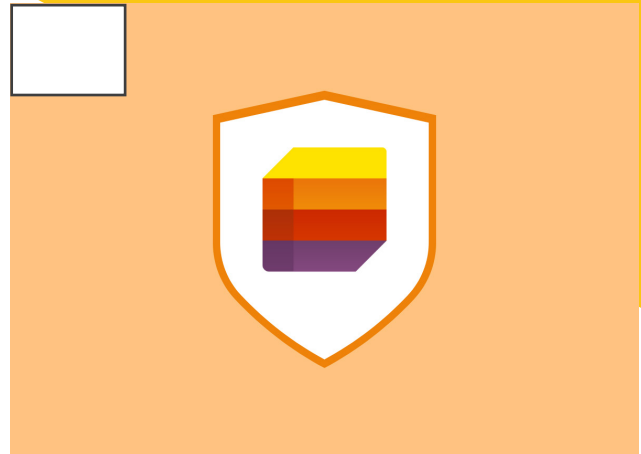
## LI101-1- Level 1 Foundation - Lists

### Create a single pane of glass for your data with Lists

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Collaboration and convergence on a project or task list for example, has never been easier. This course will introduce you to SharePoint Lists which allow you to build out digital data lists. These lists will help showcase your organisation skills brilliantly whilst collaborating in Teams simultaneously.



#### Objectives

- Describe uses of SharePoint lists
- Create or use an existing SharePoint Teams site
- Add list entries to a SharePoint list
- Add a list to Microsoft Teams
- Use the List Desktop App



## M101-1 - Level 1 Foundation - M365

### Standardise your site permissions with Microsoft Groups

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Microsoft 365 Groups let you decide the groups of people you need to collaborate with. In this course you will learn how and when to create M365 Groups and how to manage Groups using Outlook and SharePoint.

#### Objectives

- Understand what a group is and when it's used
- Access groups via People (Outlook online)
- Manage contacts and groups within Outlook online
- Create groups via Planner and Teams
- Manage SharePoint site permissions using groups
- Use groups in M365 apps



## M101-2 - Level 1 Foundation - M365

### Set Yourself Up for Success in M365

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Welcome to Microsoft 365. With any new technology, your teams need to build foundations and work up from there. This course will help you do that with an introduction to the M365 landing page, on any device, and key navigation tools.



#### Objectives

- Access office.com from any browser and any device
- Add bookmarks to your preferred browser
- Download M365 apps to a mobile device
- Find and launch M365 apps
- Create your Delve profile
- Understand what app to use when



## M101-3 - Level 1 Foundation - M365

### Manage documents effectively in Microsoft 365

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Having a single source of truth is imperative when it comes to document management to ensure consistency. This is a standard with M365, and in this course we will teach you how to collaborate in real time, share links instead of attachments, and how to manage your documents within other Microsoft applications.

#### Objectives

- Create and manage documents in Teams
- Check permissions of a library, folder or document in a SharePoint site
- Create documents or folders in a document library
- Upload documents or folders to a document library
- Use search, sorting & filtering to find documents in a document library
- Edit documents using webapps or desktop apps
- Delete or move documents in a document library



## OD101-1 - Level 1 Foundation - OneDrive

### Managing your personal files effectively in OneDrive

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

OneDrive is your cloud based personal file storage that you can access from anywhere on any device. In this course you will learn how to get the most out of your personal drive. We will teach you how to create and store documents as well as how to co-author; advocating a single source of truth.

#### Objectives

- Use OneDrive to save files to your personal cloud-based storage
- Understand the concept of working from a single source of truth
- Share files stored in OneDrive and simplify co-authoring
- Manage file access to improve security
- Use version history to undo changes to files
- Collaborate live within documents, including comments



## OD201-1 - Level 2 Intermediate - OneDrive

### Simplify your file migration to OneDrive

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Migrating files to OneDrive will enable you to create links to share content across your teams in an instant from a platform that's built for top tier organisation. In this session, you will learn how to migrate files successfully and manage them efficiently using sync settings.

#### Objectives

- Sync your OneDrive for desktop file access
- Manage your Sync settings
- Understand how to move files to OneDrive using the File Explorer
- Save space by managing sync settings
- Understand how to "unsync" your OneDrive
- Set your back up options



## ON101-1 - Level 1 Foundation - OneNote

### Collaborate and ideate with OneNote

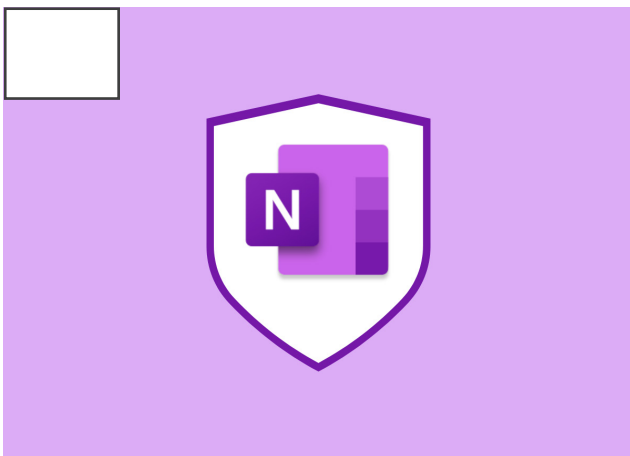
**Duration** 60 minutes    **Delivery Type** Online

#### Description

Digital note taking is a fantastic way to organise and collaborate on your thoughts and ideas. You can also access them from any device, anywhere you are. In this course you will learn how to create and build out digital notes with Microsoft OneNote.

#### Objectives

- List and launch the best tools to use for digital notetaking.
- Create personal and shared notebooks accessing them from any device through any version of OneNote.
- Build out OneNote notebook sections for different types of notes.



## ON201-1 - Level 2 Intermediate - OneNote

### Use OneNote class Notebooks to boost your learning

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Class Notebooks allow teachers, lecturers, L&D staff, and others to build out course curriculum for a whole semester within a single notebook. This allows staff and students to use learning material, contained in a single space, to manage activities that sit outside the formal teaching tools.

#### Objectives

- Create and save a Class Notebook
- Add or remove teachers and students
- Add content to Notebooks and use collaboration space
- Add and grade assignments and provide feedback



## ON201-2 - Level 2 Intermediate - OneNote

### Collaboration and convergence made easy with Team notebooks

**Duration** 60 minutes    **Delivery Type** Online

#### Objectives

- Create a Teams channel for scheduling team meetings and capturing meeting notes.
- Creating a Team Notebook
- Use OneNote to create meeting notes
- Connect with Outlook to manage notes
- Create and manage access to formal meeting minutes using Word.

#### Description

A great feature of M365 is that it encourages collaboration by ensuring their different apps work together. In this session, you will learn how to create a team notebook in Microsoft Teams, giving you the ability to pin notebooks in meetings, sync with outlook, and create formal meeting notes from OneNote to Word.



## OU101-1 - Level 1 Foundation - Outlook

### Build solid foundations to boost your knowledge of Microsoft Outlook

**Duration** 60 minutes    **Delivery Type** Online

#### Objectives

- Understand email basics
- Using your calendar to manage appointments and events
- Manage tasks and to do items
- Use search and filter to find information

#### Description

Learn how to find, manage, organise, and automate items in Outlook to manage your own personal productivity. In this course we will cover email basics as well as using your calendar to manage appointments or events and manage your tasks efficiently.

## OUI01-2 - Level 1 Foundation - Outlook

### Work from anywhere, anytime with Microsoft Outlook online

**Duration** 60 minutes      **Delivery Type** Online

#### Objectives

- Understand how to access Outlook online from your browser
- Create email folders in your inbox
- Understand rules and how to create them
- Use flags and categories to organise messages
- Understand how to share calendars and manage permissions
- Use People to create and manage contacts
- Use the Board View to organise Outlook



#### Description

Any device, anywhere is a fantastic benefit of M365. With this comes different interfaces and apps that can look slightly different depending on where you access them from. In this course we will deep dive into Outlook Online, showcasing the key differences in comparison with the Outlook app, so you can navigate your emails and events with ease.

## PL101-1 - Level 1 Foundation - Planner

### Work collaboratively on your projects with Microsoft Planner

**Duration** 60 minutes      **Delivery Type** Online

#### Description

Microsoft Planner is a tool that enables people to work collaboratively on projects and team tasks. In this session, we will teach you how to use features in Planner such as assigning tasks, setting due dates, reminders, and personalising notifications.



#### Objectives

- Describe Planner and its purpose
- Create a project plan
- Create buckets and tasks to manage tasks
- Assign tasks to colleagues
- View project plan progress



### PL201-1 - Level 2 Intermediate - Planner

## Merge personal and team productivity effortlessly with Planner, Teams and To Do

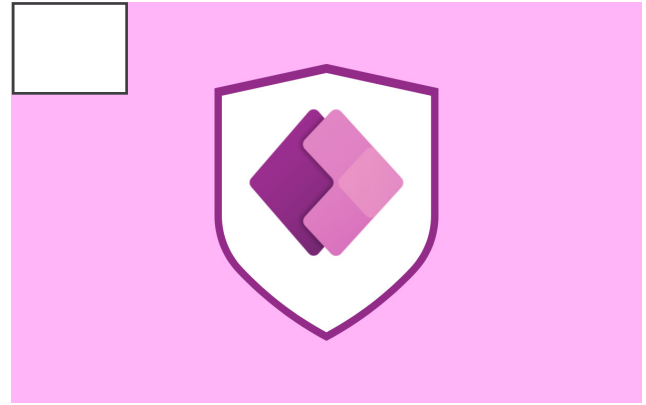
**Duration** 60 minutes  
**Delivery Type** Online

### Description

Microsoft Planner is a great way to monitor your team projects and tasks and to enable collaborative workspaces, by integrating with other Microsoft applications. In this course you will learn how to add Planner to SharePoint and Teams as well as how to view Planner in To do, and the benefits of doing this.

### Objectives

- Add a Planner plan to SharePoint
- Create Planner plans in a Team
- Integrate existing Planner plans within Teams
- View Planner tasks in the To Do app



### PO101-1 - Level 1 Foundation - Power Apps

## Create a functioning and attractive Power App in under an hour

**Duration** 60 minutes  
**Delivery Type** Online

### Description

Creating your first Power App could be quicker than you think. In this course we will teach you how to create a Power App quickly and easily. Learn the basics of Power Apps, the other M365 Apps needed to create an app, and how to do it.

### Objectives

- What is a PowerApp?
- Launch PowerApps and navigate around the app
- Plan an app that searches and edits a SharePoint list
- Create and format an app from a SharePoint list
- Add an additional screen with a control
- Find help in PowerApps

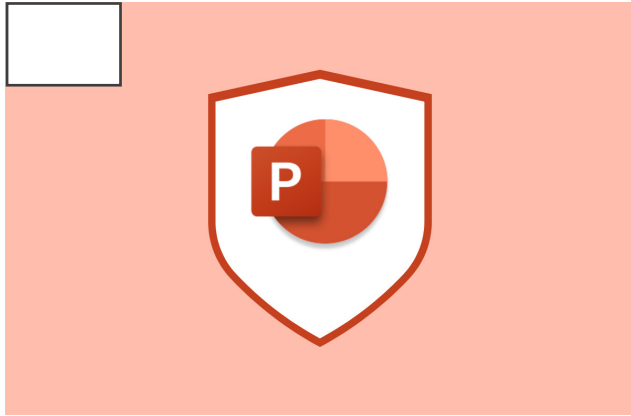
## PP101-1 - Level 1 Foundation - PowerPoint

### Create Impressive Presentations in PowerPoint

**Duration** 60 minutes    **Delivery Type** Online

#### Description

In this course, learn the basics of creating and designing a PowerPoint presentation. Find out how to add and format text to create slides and use the slide show tools to present your content as a PowerPoint slide show.



#### Objectives

- Identify key components of a PowerPoint presentation
- Create and format slides in a presentation
- Design a presentation and presentation content
- Use slide show tools to stage your presentation

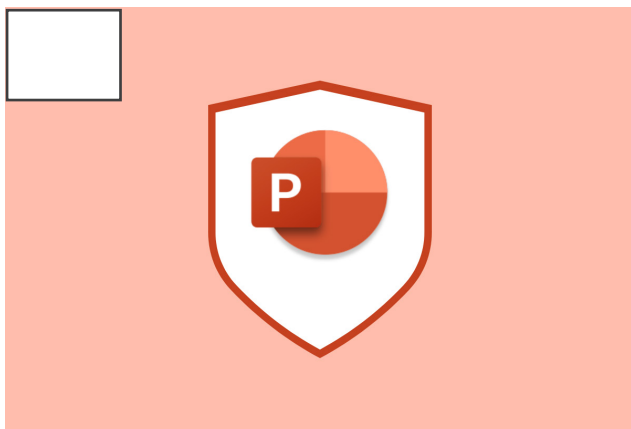
## PP101-2 -Level 1 Foundation - PowerPoint

### Boost your presentation engagement with PowerPoint graphics

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Engage your audience with a presentation that gives the wow factor. Learn how to add images, videos, formatting, and SmartArt to your PowerPoint that will encapsulate the message you are wanting to portray.



#### Objectives

- Add images in PowerPoint
- Use picture format tools to modify images
- Understand the different image options
- Use SmartArt to create diagrams

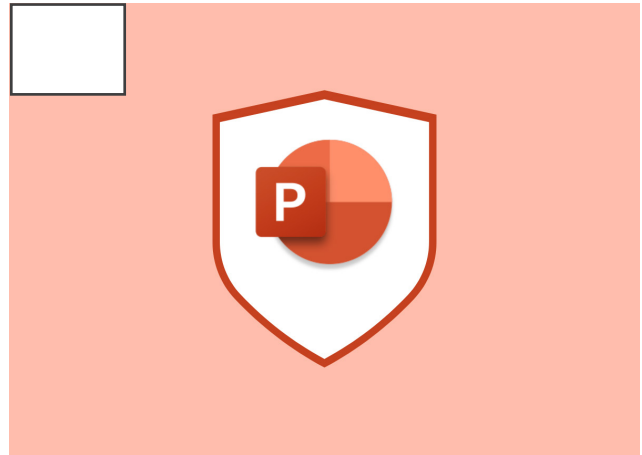
## PP201-1 - Level 2 Intermediate - PowerPoint

### Diversify your PowerPoint content with video and audio

**Duration** 60 minutes    **Delivery Type** Online

#### Description

PowerPoint has a variety of tools that allow you to add rich media content to your presentations. In this course, learn how to add audio and video to your presentations or use PowerPoint to create video content from presentations and screen sharing tools.



#### Objectives

- Use audio in your presentations
- Understand the ways to add and play video in a presentation
- Create videos from PowerPoint files
- Use the screen record feature to add screen share videos to PowerPoint



## PP201-2 - Level 2 Intermediate - PowerPoint

### Consistency is key, and easily achievable with slide masters in PowerPoint

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Create a consistent look in your PowerPoint presentations that can include your company's branding with slide masters. In this course you will learn how to create, save, and use custom slide masters in PowerPoint.

#### Objectives

- Understand what a slide master is and when to use it
- Design a slide master to include your branding
- Add custom slide layouts to enhance presentation design



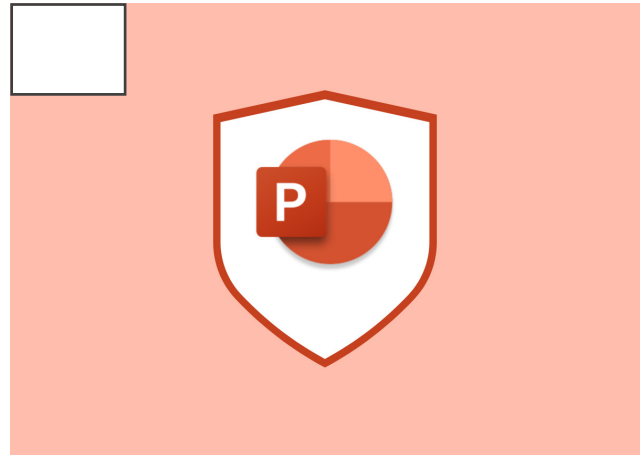
## PP201-3 - Level 2 Intermediate - PowerPoint

### Organise, prepare, then practice with rehearse functions in PowerPoint

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

PowerPoint is more than a place to create beautiful presentations. It is also a place that enables you to practice, organise, and prepare. In this session we will show you how to use rehearse with coach to practice your presentation as well as explore your presenter options with tools like PowerPoint live.



#### Objectives

- Use the rehearse with coach to prepare for delivery
- Manage the slide show settings to fit your presentation
- Understand the options for presenting including Presenter view and PowerPoint Live



## PP201-4 - Level 2 Intermediate - PowerPoint

### Make data beautiful with PowerPoint's data presentation tools

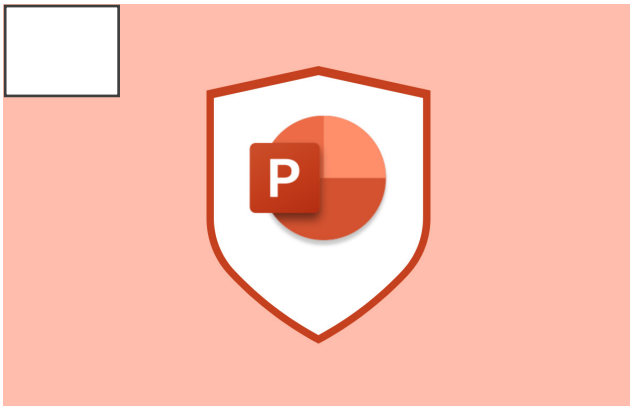
**Duration** 60 minutes  
**Delivery Type** Online

#### Description

PowerPoint allows you to create charts and tables quickly to easily display your data. In this course we will show you how to add graphic data presentation and analysis with tables and charts. Learn how to use linked or embedded content to add external data to your presentations.

#### Objectives

- Create a chart in PowerPoint and modify the data
- Create tables to organise data
- Use object linking and embedding to add external content including Excel data or Visio diagrams



### PP201-5 - Level 2 Intermediate - PowerPoint

## Branding your Presentation quickly and effectively with Themes, Templates, and Backgrounds

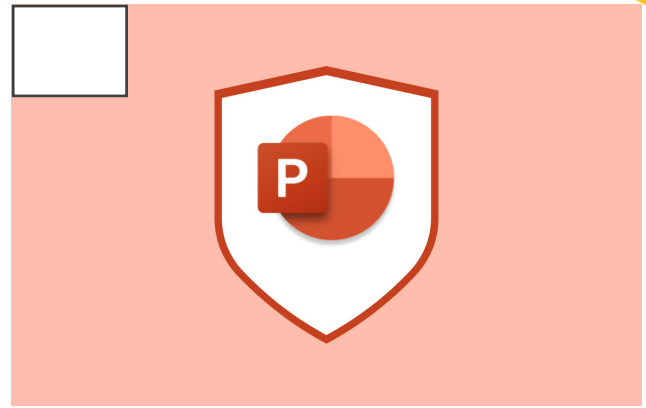
**Duration** 60 minutes  
**Delivery Type** Online

### Description

In this course you will learn how to use custom design themes, templates, and backgrounds to create sophisticated and consistent branded templates quickly and easily using PowerPoint design features.

### Objectives

- Use design themes to format presentations
- Create a custom design theme
- Use saved design themes
- Create a presentation template
- Set and format presentation backgrounds



### PP301-1 - Level 3 Advanced - PowerPoint

## Bring your presentations to life with animations in PowerPoint

**Duration** 60 minutes  
**Delivery Type** Online

### Description

Make text-heavy, bullet list presentations a thing of the past, with PowerPoint animation and transitions. You will learn what the different animations are and best practice on using and delivering with them.

### Objectives

- Understand the types of animations and when to use them
- Add animations to lists and objects
- Use the animations pane to sequence your animations
- Deliver a presentation with animations

## PR101-1 - Level 1 Foundation - Project

### Set yourself up for delivery success with Microsoft Project

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Take a collaborative and streamlined approach to managing your next big project, with Microsoft Project. In this introductory course, we will show you how to manage tasks, project files, and assign resources efficiently and effectively all within this one app.

#### Objectives

- Create a new Project file
- Adding Tasks to a Project
- Creating Resources (the people and things that do the work)
- Assign Resources to Tasks to create a schedule

## PR101-2 - Level 1 Foundation - Project

### Trailblaze new ways of working by managing tasks in Project

**Duration** 60 minutes    **Delivery Type** Online

#### Description

In this course you will learn how to create and manage tasks using Microsoft Project and understand duration versus work within your projects. You will work through task dependencies to build a project path as well as have a good understanding of task constraints and how to create them.

#### Objectives

- Add images in PowerPoint
- Use picture format tools to modify images
- Understand the different image options
- Use SmartArt to create diagrams

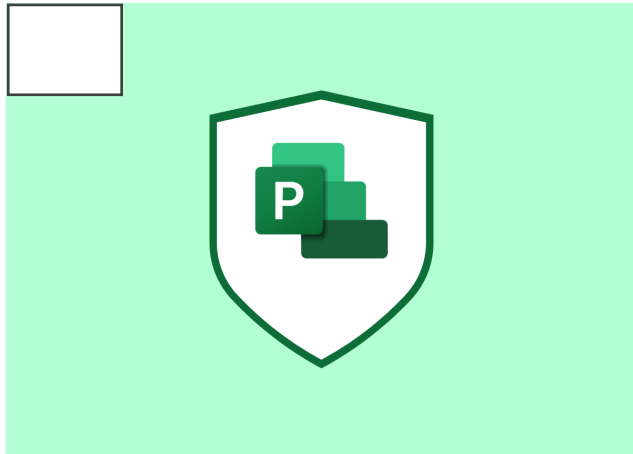
## PR101-3 - Level 1 Foundation - Project

### Create a dynamic resourcing model for your next big project

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Microsoft Project is an end-to-end project management tool and that includes managing your resources and their tasks simultaneously. In this course you will learn how to add and manage resources and create resource schedules by assigning resources to tasks for a smooth and efficient process.



#### Objectives

- Understand the types of resources in Project
- Create resources and manage resource settings
- Assign resources to tasks to create resource assignments

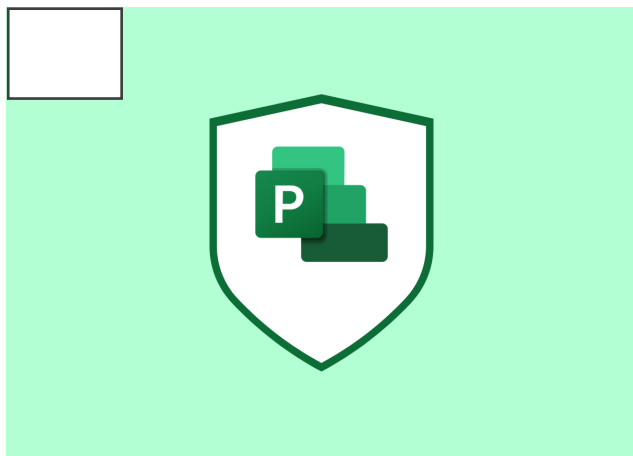
## PR101-4 - Level 1 Foundation - Project

### Manage your tasks from any device, anywhere with Microsoft Project online

**Duration** 60 minutes    **Delivery Type** Online

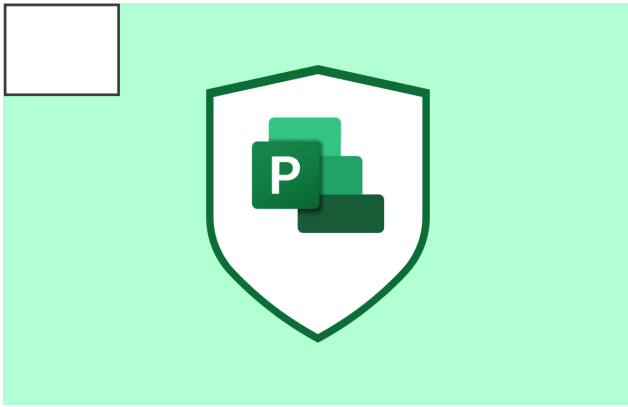
#### Description

Project for the web allows you to work from anywhere, on any device. In this course you will learn how to create and manage projects and tasks, as well as managing assignments to create project schedules, all through Project online.



#### Objectives

- Project for the web versus Project Online
- Create a Project from blank or a template
- Manage tasks on Project for the web
- Use task cards
- Share tasks in M365



### PR101-5 - Level 1 Foundation - Project

## Manage multiple tasks and resources simultaneously with Microsoft Project

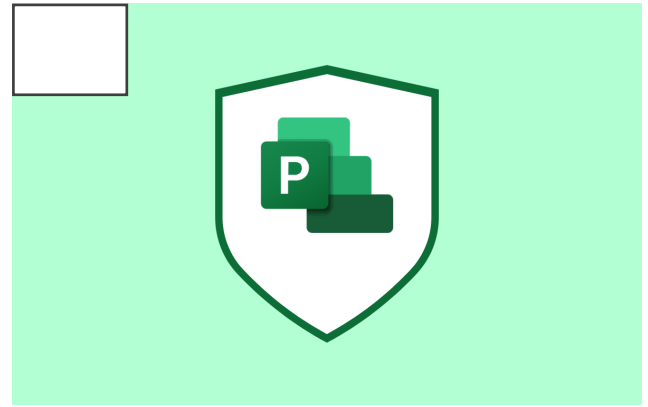
**Duration**      **Delivery Type**  
60 minutes      Online

### Description

Being organised when managing projects is important as there are multiple tasks and deadlines to manage at once. With the Microsoft Projects built in sort, filter, view, and table tools, it will become more manageable. In this course you will learn how to use and create custom view options in Project that allow you to see your project from any angle to increase efficiency.

### Objectives

- Using views in Projects
- Create custom views
- Filter project data
- Create custom filters
- Understand Project tables
- Create custom columns and tables



### PR201-1 - Level 2 Intermediate - Project

## Pursue perfection with Microsoft Projects implementation and tracking features

**Duration**      **Delivery Type**  
60 minutes      Online

### Description

You have created your schedule, assigned your resources, and are almost ready to begin working on your project and planning your next steps. In this course learn how to prepare your project for implementation and progress tracking, and discover how to set a baseline, update, and view project progress.

### Objectives

- Add the critical path to your timeline
- Set a baseline for your project
- Track and update task progress



### PR201-2 - Level 2 Intermediate - Project

## Work in a way that suits you with Microsoft Project online

**Duration**      **Delivery Type**  
60 minutes      Online

### Description

Working in a way that suits you has never been easier and if you prefer to work in browser versions of Microsoft products, then Project allows this way of working. In this course you will learn how to add projects, manage resources, and schedule your projects from the web.

### Objectives

- Project web app versus Project Online
- Add projects and resources
- Manage project permission settings
- Integrate projects with SharePoint



### PR201-3 - Level 2 Intermediate - Project

## Create visually appealing and dynamic data with Microsoft Project reports

**Duration**      **Delivery Type**  
60 minutes      Online

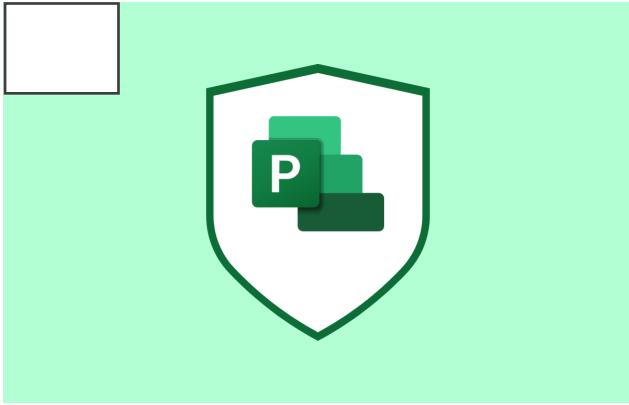
### Description

In this course learn how to create visually appealing and dynamic reports in Microsoft Project. You will learn how to create Excel and Visio pivot reports as well as create dashboards using Project's built-in reporting tools.

### Objectives

- Visual reports using Visio and Excel
- Use Project reports
- Create custom reports
- Export project data





### PR301-1 - Level 3 Advanced - Project

## Streamlining your processes and managing multiple projects has never been easier

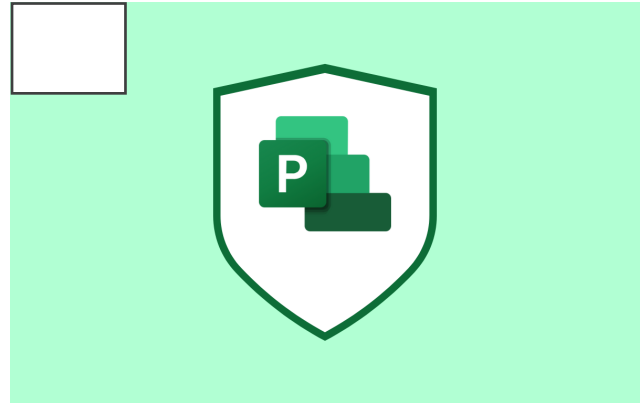
**Duration** 60 minutes  
**Delivery Type** Online

### Description

Streamline your planning and manage multiple projects with ease with master projects. In this course you will learn how to tackle multiple projects and project files using master projects. You will also learn how to create a resource pool to share and manage resources across multiple projects.

### Objectives

- Create a master project and add sub projects
- Manage sub projects
- Create a Resource Pool



### PR301-2 - Level 3 Advanced - Project

## Delegate tasks to the right person for successful outcomes with Microsoft Project

**Duration** 60 minutes  
**Delivery Type** Online

### Description

One person alone can't do everything; get the support you need and work together. You will learn how to explore, manage, and analyse resource allocation in Microsoft Project. Set manual and automatic leveling options to limit over allocation of resource and learn how to integrate Project with the team Planner for a consistent and effective approach to projects.

### Objectives

- Level resources and manage resource over-allocation
- Use the Team Planner to assign resources



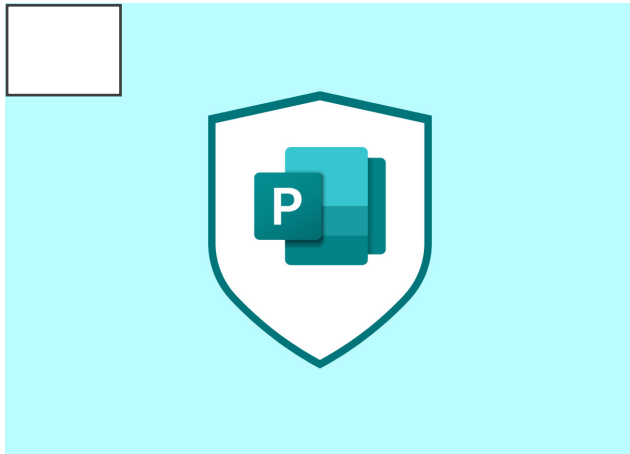
## PU101-1 - Level 1 Foundation - Publisher

### Get better reach by engaging your target audience easily in Microsoft Publisher

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Creating engaging content will help ensure you're reaching your target audience successfully, and Microsoft Publisher is here to help take your content to the next level. In this course learn how to use Publisher to create newsletter publications, as well as to create a layout, add content, and manage text flow quickly and easily, with the right look and feel.



#### Objectives

- Create a layout with grids and guides
- Insert graphics and placeholders
- Add text boxes and populate text
- Link text boxes for overflow text

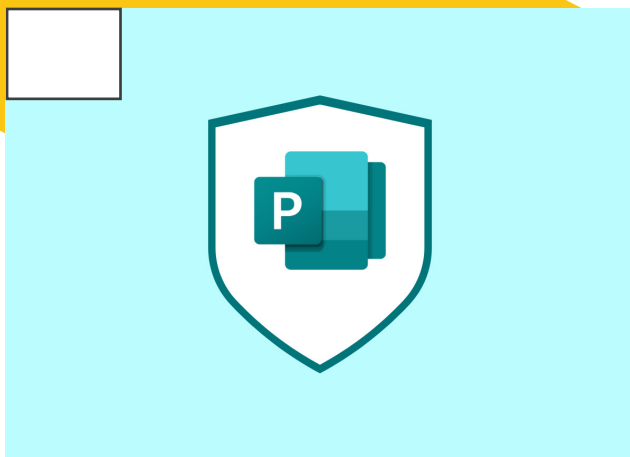
## PU101-2 - Level 1 Foundation - Publisher

### Create a comprehensive and artistic publication with Microsoft Publisher

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Build out publications easily by creating everything in Publisher. In this course you will learn the basics of creating publications, how to use templates and set page sizes, create layouts, and add content to your documents.



#### Objectives

- Create a publication in Publisher
- Understand and use page templates
- Use guides to create layouts
- Add text and basic graphics to publications





## PU201-1 - Level 2 Intermediate- Publisher

### Elevate your publications with rich graphics in Publisher

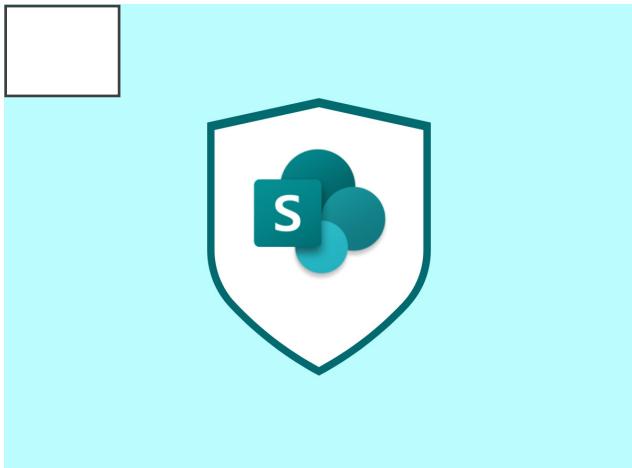
**Duration**      **Delivery Type**  
60 minutes      Online

#### **Description**

Using graphics can deliver top notch publications that don't just grab people's attention but hold it. In this course learn how to access and utilise a variety of formats and types of graphic elements to enhance the visual appearance of any publication.

#### **Objectives**

- Insert pictures from a variety of sources
- Format and adjust pictures
- Create Picture placeholders
- Use WordArt to create decorative text
- Use building blocks to enhance your design



## SH101-1 - Level 1 Foundation- SharePoint

### Getting to know SharePoint to cement strong foundations

**Duration** 60 minutes  
**Delivery Type** Online

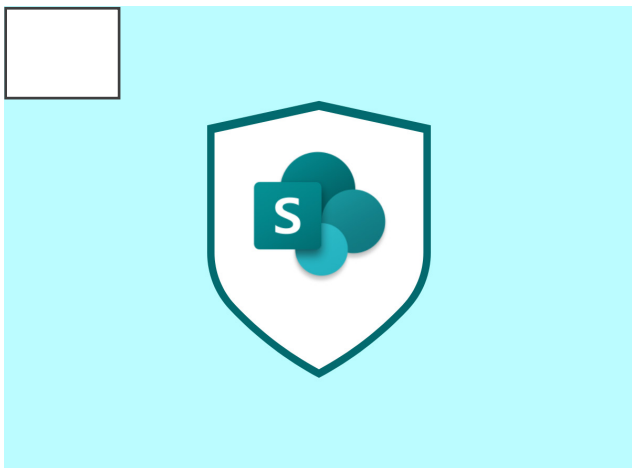
#### Objectives

By the end of this session you will be able to:

- Describe how Microsoft Teams and SharePoint teams sites relate to each other
- Open a SharePoint team site
- Navigate a SharePoint team site
- Describe the features and usage of SharePoint document libraries
- Describe the features and usage of SharePoint lists
- Share and configure permissions
- Share documents and manage access

#### Description

SharePoint isn't just file storage. In this course you will learn how to navigate SharePoint and bring important information, news, and documents together to access easily. We will also show you how to interact with SharePoint sites and content, including lists and document libraries.



## SH201-1 - Level 2 Intermediate - SharePoint

### Positively impact your news engagement with SharePoint Communications Sites

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

This click along webinar is for SharePoint site owners who want to learn how to create SharePoint Communications sites to share news and events in a way that will excite your audience and positively impact your engagement levels. The purpose of this course is to familiarise you with the tools available in SharePoint for unifying communication.

#### Objectives

By the end of this session you will be able to:

- Navigate around a SharePoint site
- Create and format pages
- Plan navigation around your SharePoint site
- Create and edit webparts
- Create and populate a news web part
- Create an events web part and add events
- Use the countdown web part to create excitement for the launch of an event or special occasion

## SH201-2 - Level 2 Intermediate - SharePoint

### Unify your news files and videos with SharePoint Team sites

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Showcase files, news items or videos, for that single pane of glass using SharePoint web-parts. This course is for SharePoint site owners to familiarise themselves with the tools available to create dynamic SharePoint site designs.

#### Objectives

- Create a SharePoint team site
- Create a list or library
- Describe what a web part is and how they can be utilised in a SharePoint site
- Add web parts to a SharePoint site

## SH201-3 - Level 2 Intermediate - SharePoint

### Master hybrid event organisation with Communications Sites

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Webparts are the foundational components of your SharePoint site that determine what content your audience sees and interacts with. In this course you will learn how to add and edit different webparts to create a dynamic site that brings attention to the important content for your audience.

#### Objectives

- Understand what a Webpart is and when to use them
- Use third party webparts to add functionality
- Create and format page sections
- Create and populate a news web part
- Create an events web part and add events
- Use the countdown web part to create excitement for the launch of an event

## SH201-4 - Level 2 Intermediate - SharePoint

### Spotlight important content with SharePoint Web parts

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Web parts are the foundational components of your SharePoint site that determine what content your audience sees and interacts with. In this course you will learn how to add and edit different web parts to create a dynamic site that brings attention to the important content for your audience.

#### Objectives

- Understand what a web part is and when to use them
- Use third party web parts to add functionality
- Create and format page sections
- Create and populate a news web part
- Create an events web part and add events
- Use the countdown web part to create excitement for the launch of an event

## SH301-1 - Level 3 Advanced- SharePoint

### Intergrate and arrange your SharePoint sites for easy navigation with SharePoint Hub Sites

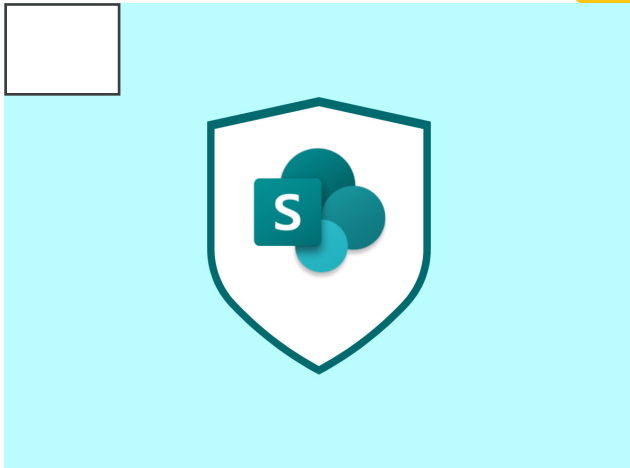
**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Build out your intranet and connect all the dots in your organisation. Learn how to create a SharePoint hub site to connect SharePoint sites across your business. You will discover how to create a common navigation and branding across sites, and connect related content and searches.

#### Objectives

- What is a SharePoint hub site
- Customise navigation and mega menus
- Adding webparts
- Hub site permissions
- Associate sites to a hub site



### SH301-2 - Level 3 Advanced- SharePoint

## Create cost-effective workflows and approvals with Power Automate

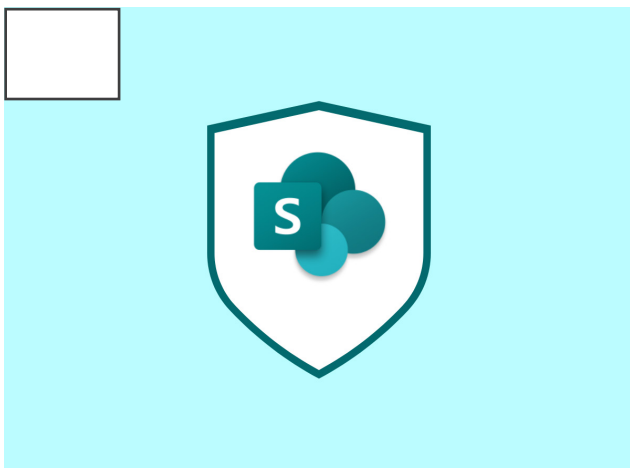
**Duration** 60 minutes      **Delivery Type** Online

### Description

In this course you will use Automate's 100s of SharePoint templates to create approval flows and processes to save hours of time and streamline your workflows.

### Objectives

- Review SharePoint flow templates
- Manage an approval flow in SharePoint using Power Automate
- Use a flow to route documents for team approval
- Move files after approval using a flow



### SH301-3 - Level 3 Advanced- SharePoint

## Master hybrid event organisation with Communications Sites

**Duration** 60 minutes      **Delivery Type** Online

### Description

Master hybrid event organisation with Communications Sites. In this course we will teach you how to use SharePoint to advertise events, capture registrations and create an attendee list to send out joining instructions.

### Objectives

- Create a Teams meeting or Live Event
- Create a Form to capture responses
- Create a SharePoint attendee list
- Create a flow to automatically capture attendees
- Create an email or SharePoint ad for the event
- Create a flow to automatically send out joining instructions to attendees

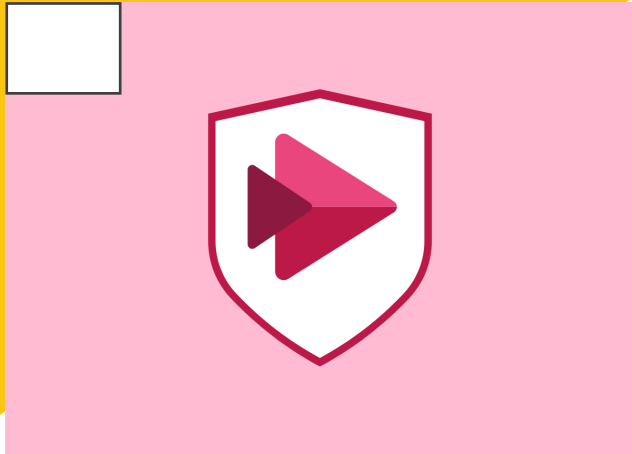
## ST101-1 - Level 1 Foundation - Stream

### Securely share video content with your teams with Microsoft Stream

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Stream is Microsoft's video streaming service. You can use Stream to upload and share video content securely in your organisation. We will show you how to deliver engaging content that supports your teams, whilst managing videos, channels, and groups.



#### Objectives

- What is Stream?
- Understand channels, groups, and people
- Create channels and groups
- Upload and share videos

## SW101-1 - Level 1 Foundation - Sway

### Showcase your creativity effortlessly with Microsoft Sway

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Sway is a content design application that allows you to add text, images, and videos to create a beautiful presentation. In this course we will show you how to create a Sway from scratch, add rich media, and how to manage and share your work.



#### Objectives

- Create a new Sway from scratch or from an existing source
- Modify the Storyline and add text and images
- Modify your Sway design and add other content such as video
- Manage and share your Sway



### TE101-1 - Level 1 Foundation - Teams

## Getting started with Microsoft Teams

**Duration**      **Delivery Type**  
60 minutes      Online

### Description

Get fully immersed in the world of Teams for smarter meetings and collaborative working with your teammates for better productivity. In this course we will take a tour of Teams, showcasing key components whilst learning how to chat, schedule and attend a meeting, and learn about Teams and channels.

### Objectives

- Describe the Teams interface & structure of a Team
- Chat 1:1, with a group and within a Teams channel.
- Work with files in Teams
- Set up a Teams Meeting



### TE101-2 - Level 1 Foundation - Teams

## Hold an effective and meaningful meeting in Teams

**Duration**      **Delivery Type**  
60 minutes      Online

### Description

Could your meetings be smarter or more effective? This course covers planning, organising, and running a Microsoft Teams meeting. We will include tips for inviting both internal and external attendees and arranging your screen so that you can confidently share it without displaying sensitive information.

### Objectives

- Teams meeting roles
- Features of event types
- Meeting Settings
- Screen share basics



## TE201-1 - Level 2 Intermediate - Teams

### Effortlessly manage files and collaborate with Microsoft Teams

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Did you know that Teams fully integrates with SharePoint and OneDrive? This means that you can store, manage, and collaboratively work on your files and documents directly in Teams for a single source of truth. This course will show you how.

#### Objectives

- Access files via Microsoft Teams channels
- Share files in private chats and meetings
- How to find files that have been shared in private chats and meetings
- Collaborate with colleagues through co-authoring files at the same



## TE201-2 - Level 2 Intermediate - Teams

### Work out loud for better results in Teams

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Communicating in Teams allows you to crowd-source information quickly and get to a solution quicker by working out loud to get results. Something that is not as effective with emails; We will teach you how new ways of working using Outlook/Teams integration, instant messages, OneNote and sharing files together, so you can start your day out of your inbox and in Teams.

#### Objectives

- Outlook/Teams integrations
- Share emails in Teams
- Reply with IM to move conversations to Teams
- Create Teams meetings in Outlook
- Use To Do to manage Outlook Tasks
- Attaching cloud documents to an email
- Connect OneNote to an Outlook meeting to collect notes
- Share OneNote from Outlook
- Setting up automatic replies (out of office)





### TE201-3 - Level 2 Intermediate - Teams

## Separate work calls from your personal ones with Teams Calling

**Duration** 60 minutes  
**Delivery Type** Online

### Description

This course will show you how to set up Teams Calls including voicemail, how to configure your voicemail message, and set a secondary ringer so that you never miss a call. Teams calling enables you to place calls outside of your organisation too, really elevating Teams as the go to place for all things work, so you can keep your mobile phone for personal calls.

### Objectives

- Placing calls
- Escalating a chat to a voice call
- Calling from dial pad
- Placing calls through phone numbers outside your organisation
- Calling federated contacts
- Looking people up in the organisation
- Adding people to a call



### TE201-4 - Level 2 Intermediate - Teams

## Deliver smarter and engaged meetings with advanced meeting options in Teams

**Duration** 60 minutes  
**Delivery Type** Online

### Description

Deliver smarter and engaged meetings with advanced meeting options in Teams. We'll show you how to use breakout rooms, whiteboards, and polls to create interactive courses. You will also learn how to manage meeting options and outputs such as attendance, recordings, and registration information.

### Objectives

- Create and add polls, quizzes, and apps to meetings
- Use the interactive whiteboard
- Present using PowerPoint Live
- Use Breakout rooms for group work
- Collaborate on documents in meetings
- Manage your meeting outputs

## TE201-5 - Level 2 Intermediate - Teams

### Top tips for running training sessions on Teams seamlessly

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Running a training session means managing multiple documents, screens, and different technology simultaneously. Microsoft Teams can help with the organisation of this by using dial in options, polls, quizzes, annotated slides, breakout rooms, and whiteboard. You also have the option to create various roles for a consistent and effective training approach. This course will help you get that in-person feel, online.

#### Objectives

- Describe roles in Teams meetings/webinars of organiser/presenter/attendee/co-organiser
- Describe the features & uses of Teams meeting, webinars & Live Events
- Use meeting settings to effectively manage training sessions & groups of different sizes
- Allow participants to dial into sessions
- Record a meeting or webinar
- Share content on the screen effectively
- Annotate slides during a screenshare
- Use polls or quizzes in a meeting or webinar
- Use breakout rooms in a meeting or webinar
- Use a whiteboard in a meeting or webinar
- Find & save the outputs from a meeting or webinar

## TE201-6 - Level 2 Intermediate - Teams

### Use Teams Breakout Rooms to Collaborate with Students and Colleagues

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Microsoft Teams has now made it much easier to get that in-person feel to collaboration. In this course we will teach you how to split people off into working groups, or pairs and bring them back accordingly to the bigger group all with a few clicks, for a better working together experience.

#### Objectives

- Automatically join a breakout room with randomly assigned attendees
- Follow instructions from the meeting organiser
- Join a specific breakout room based on the completion of a form or raised hand
- Share your screen, use a whiteboard and co-author a file in a breakout room
- Record the breakout session





## TE201-7 - Level 2 Intermediate - Teams

### Increase your productivity and improve communication in Teams

**Duration** 60 minutes    **Delivery Type** Online

#### Description

In this course you will learn how to pin chats, organise your teams and channels, tagging and @mentions, as well as how to add apps to channels. Make Teams work better for you and your Team by managing settings and customising the interface.

#### Objectives

- Pin apps to Teams
- Add apps to a channel tab
- Manage team and channel settings
- Pin teams, chats, and conversations
- Teams notification settings
- Hide/show teams and channels
- @Mentions
- Tags



## TE201-8 - Level 2 Intermediate - Teams

### Improve task management and set yourself up for success using Microsoft Teams

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Improve task management using Microsoft Teams. In this course you will learn how to use Microsoft Planner to create and manage tasks in a Teams channel, how to create and manage lists, and how to set notifications in Teams so you never miss important information.

#### Objectives

- Create and manage tasks in Teams
- Manage tasks in Teams using Planner
- Manage lists in Teams
- Set notifications in Teams

## TE301-1 - Level 3 Advanced - Teams

### Create and deliver a multi presenter webinar

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

This interactive workshop will show you how to produce a multi-presenter webinar for your audience using Microsoft Teams meeting tools. You will learn how to spotlight speakers, share your screen, and include yourself as the presenter in the presentation window. You will also be able to adjust the meeting options to give participants the chance to interact with you in the meeting through the use of raised hands, reactions, questions, and comments.



#### Objectives

- Adjust meeting options before and during a meeting to manage how the attendees can interact
- Share your screen so that you appear within the shared screen along with your presentation, for increased engagement
- Use PowerPoint live to deliver your entire session from within PowerPoint, giving you access to your notes without your audience seeing
- Spotlight single or multiple speakers to help clients engage
- Use strategies for handing off a presentation from one speaker to another while presenting slides



#### Description

Bring the excitement and engage your audience with Live Events! This course will take you through the process of planning, organising, and marketing a Live Event. You will learn how to run a live event as a producer and learn how to support presenters through rehearsal and delivery.

## TE301-2 - Level 3 Advanced - Teams

### Bring the excitement and engage your audience with Live Events

**Duration** 60 minutes  
**Delivery Type** Online

#### Objectives

- Create a Live Event, include additional producers, presenters, and moderators
- Manage settings to suit the audience
- Send out the attendee link to those who need it
- Arrange and run a rehearsal for producers and presenters, using behind the curtain production tools
- Run a Live Event rehearsal and share presentation collateral and practice sending presenters live
- Moderate the Q&A panel



### TE101-3 - Level 1 Foundation - Teams

## Manage files and collaborate with colleagues and clients in Microsoft Teams

**Duration** 60 minutes    **Delivery Type** Online

### Description

Learn how to share and collaborate in Teams to avoid multiple versions of similar documents and create a single source of truth. In this course you will learn how to add, manage, and co-author documents in a Teams channel. You will also learn how to use OneNote to share and collaborate with your team.

### Objectives

- Share and collaborate on documents in Teams.
- Add OneNote to a Team to collaborate and share content.



### TE101-4 - Level 1 Foundation - Teams

## Working in a way that suits you has never been easier with Teams Mobile

**Duration** 60 minutes    **Delivery Type** Online

### Description

Hybrid working is an integral part of new ways of working, but effective hybrid working is key. This course will teach people who work remotely how to access Teams from a web browser or mobile device, set notifications, and attend meetings remotely.

### Objectives

- Access Teams from the web or a mobile device
- Set mobile notification settings
- Attend a meeting from a mobile device
- Transfer a meeting from desktop to mobile
- Sync files for offline use



## PBI101-1 - Level 1 F - Power BI

### Getting Started With Power BI Desktop

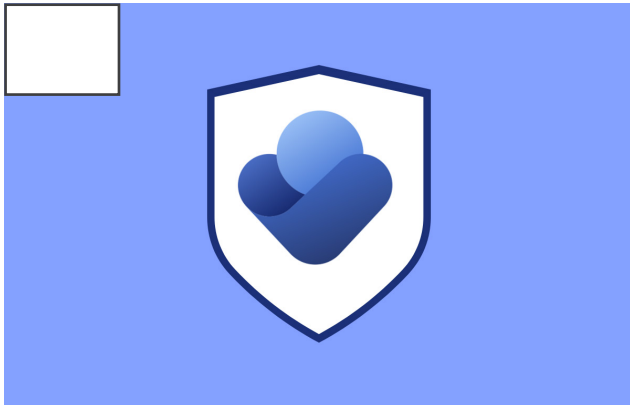
**Duration**      **Delivery Type**  
60 minutes      Online

#### Description

This session is aimed at people who are comfortable using Excel and would like to extend their data analysis with the tools & insights that Power BI provides. We will explore how Power BI Desktop works, what it can do, and how to build robust data models and reports to amplify your business intelligence.

#### Objectives

- Explain the parts of Power BI & how the flow of work is shared between them
- Install & run Power BI Desktop
- Connect to data
- Shape data using Power Query
- Build visualisations & reports
- Share your work



## VIVA101-0 - Level 1 Foundation - Viva Insights

### Give yourself time to focus and avoid burnout with Viva Insights

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Give yourself time to focus and avoid burnout with Viva Insights. This course will show you how to improve productivity and wellbeing using tools that allow you to keep tabs on your tasks, connect to colleagues and check your wellbeing. You can also set focus time to help with meeting fatigue and give you time to complete tasks and get creative.

#### Objectives

- Add and view the Viva Insights Teams app
- Send Praise to colleagues
- Enter daily reflections
- Set focus time to focus on your tasks
- Use Viva Insights in Outlook
- Participate in mindfulness activities
- Set up your virtual commute
- Manage your Viva Insights settings
- Make connections with colleagues through Viva Insights
- Set reminders for specific connections



## VIVA101-1 - Level 1 Foundation - Viva Connections

### Stay Connected and informed with Viva Connections

**Duration** 60 minutes  
**Delivery Type** Online

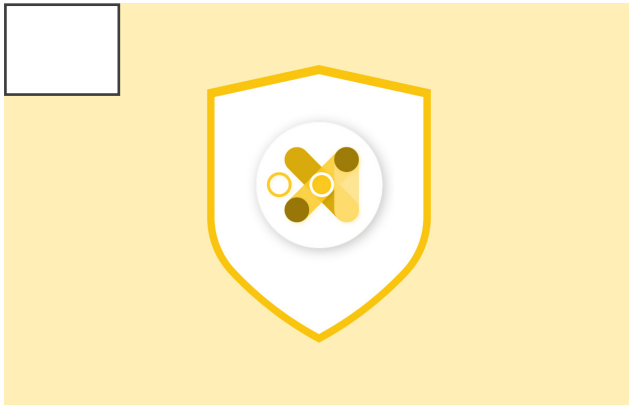
#### Description

Viva Connections is offering new ways to stay connected. In this course get familiar with the Viva Connections interface and learn how to keep informed on relevant content and events in your organisation.

#### Objectives

- View your organisations global navigation
- Browse relevant content and documents
- Use the Viva Connections feed to view news and events
- Access resources from the Viva Connections page





### VIVA101-2 - Level 1 Foundation - Viva

## Bring together all your news, learning and resources with Microsoft Viva

**Duration**      **Delivery Type**  
60 minutes      Online

#### Description

Viva is an employee experience platform that brings together communications, knowledge, learning resources, and insights in the flow of work. It's powered by M365 and experienced through Teams, with the intention of empowering people and teams to be their best from anywhere. In this course learn about each of the Viva applications and how they can transform and empower your workforce.

#### Objectives

- Learn the apps in the Viva Suite and their basic functions
- Connect and unite with Viva Connections
- Grow and develop with Viva Learning
- Improve productivity and wellbeing with Viva Insights
- Find valuable information with Viva Topics
- Set your organisation up for the future with Viva Goals



### VIVA101-3 - Level 2 Intermediate - Viva Learning

## Let learning become a consistent and valuable part of your week by bringing it into Teams

**Duration**      **Delivery Type**  
60 minutes      Online

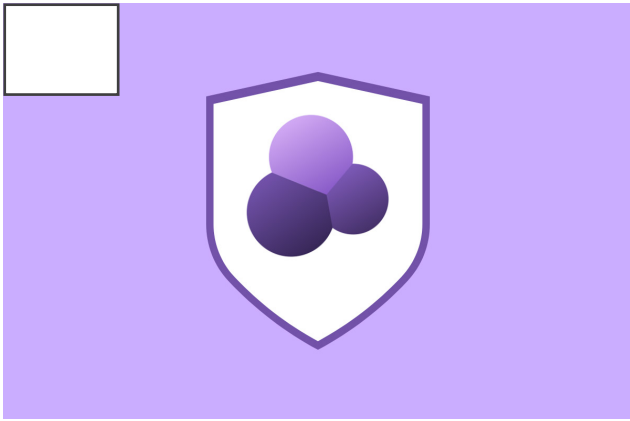
#### Description

Let learning become a consistent and valuable part of your week by bringing it into Teams. Viva Learning allows businesses to create a centre for learning from within the Teams App. In this course learn how to add Viva Learning to Teams and view learning from multiple learning sources. We will also show you how to personalise your learning track by setting your interests and share learning with colleagues.

#### Objectives

- Add the Viva Learning app to Teams
- Set your learning interests
- Search for learning
- Bookmark Learning for the future
- Complete learning activities
- Share learning to individuals or Teams
- Recommended learning to your team





## VIVA101-4 - Level 1 Foundation - Viva Topics

### Find the information you need quickly and simply with Viva Topics

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Find the information you need quickly and simply with Viva Topics. In this course you will learn how to use Viva Topics to get up to speed with all company information and how to identify and display the right topics to fit your needs.

#### Objectives

- Understand Viva Topics
- Use the SharePoint Topic Center
- Understand “security trimming” in Viva Topics
- Understand user roles
- Set up suggested topics
- Manage topics in Viva
- Manually create topics



## VIVA201-1 - Level 1 Foundation - Viva Connections

### Personalise your intranet with Microsoft Viva Connections

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Personalise your intranet with Viva Connections. In this course we will show you how to design and customise the Viva Connections interface for your employees. You will also learn how to share relevant content and events with your organisation.

#### Objectives

- Design your sites global navigation
- Create customised dashboards
- Add webparts to increase functionality
- Configure the Connections Feed



## VIVA201-2 - Level 2 Intermediate - Viva Insights

### Help your team be the best they can be with Viva insights for managers

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Viva insights helps managers to set workflows and monitor team wellbeing and commitments to enable them to support their team effectively. Learn how to manage focus time, set up a virtual commute and send praise to your team as well as scheduling 121s for a streamlined approach to people management.

#### Objectives

- Use Viva to reflect, manage focus time, set up your virtual commute and send praise to colleagues
- Define teams and add organisation
- Set suggestions for 1-2-1 meetings with team
- View statistics in interactions with your team
- Group manager insights for teams of 9+



## VIVA201-3 - Level 2 Intermediate - Viva Learning

### Support colleagues with learning valuable skills with Viva Learning Centre in Teams

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Help support colleagues with learning valuable skills in just a few clicks by creating a Viva Learning Centre within Teams. In this course we will teach you how to add Viva Learning to Teams and view learning from multiple learning sources. We will show you how to recommend training to your teams, bookmark learning and track progress.

#### Objectives

- Take a tour of Viva Learning
- Add the Viva Learning app to Teams
- Set your learning interests
- Search for learning
- Bookmark Learning for the future
- Complete learning activities
- Share learning to individuals or Teams
- Recommended learning to your team

## VIVA301-1 - Level 3 Advanced - Viva Connections

### Stay connected and unite your workforce using Viva Connections

**Duration** 60 minutes      **Delivery Type** Online

#### Description

Stay connected and unite your workforce using Viva Connections. In this course learn how to design and customise Viva Connections interface to for your employees. Learn how to share relevant content and events with your organisation.



#### Objectives

- Create a SharePoint Home Site
- Enable Viva Connections
- Viva intermediate Topics:
- Design your sites global navigation
- Create customised dashboards
- Add webparts to increase functionality
- Configure the Connections Feed

## VIVA301-2 - Level 3 Advanced - Viva Learning

### Help your team thrive - Viva Learning for Admins and Learning Content Creators

**Duration** 60 minutes      **Delivery Type** Online

#### Description

Viva Learning enables businesses to create a centre for learning inside of the Teams App and we will show you how to do this effectively. In this course learn how to add Viva learning to Teams and configure a Learning Repository in SharePoint to add your organisations learning content to Viva Learning and create feature sets of courses to promote success.



#### Objectives

- Configure a SharePoint site for learning content
- Viva Learning Roles and how to set them in the Admin Center
- Adding content to a learning repository
- Set SharePoint as a Content source in the Admin Center
- Add metadata columns for learning content
- Create and display a featured set of learning courses



## WI101-1 - Level 1 Foundation - Windows

### Increase Your Technology Proficiency and Manage Files in Windows

**Duration** 60 minutes    **Delivery Type** Online

#### Description

In this course we will teach you how to navigate Windows features and functionality. Learn how to use your File Explorer to manage and organise your files and how to customise your settings to provide you with the best experience on your computer.

#### Objectives

- Windows 10/11 Overview
- Use the File Explorer to view and manage files
- Understand and create file and folder structure
- Understand how and when to use a web browser



## WO101-1 - Level 1 Foundation - Word

### Use formatting to create visually appealing and professional looking documents

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Formatting documents is an important step to creating professional documents and it can help make your work look visually appealing. In this course you will learn how to modify text and paragraph formatting, use tabs and indents to control page layout, and create bulleted and numbered lists.

#### Objectives

- Apply character formatting to text
- Use paragraph formatting to modify text layout
- Use tabs and indents to control text layout
- Understand line spacing option
- Use bullets and numbering to create lists



## WO101-2- Level 1 Foundation - Word

### Set strong foundations for new ways of working by understanding Microsoft Word online

**Duration** 60 minutes      **Delivery Type** Online

#### Description

Microsoft Word online gives another look and feel to the Word app. Some of the features and functionalities look a little different, so in this course you will look at those differences and how to apply them. We will also show you how to create documents, and the different share options, as well as creating templates and co-authoring for a single source of truth.

#### Objectives

- Create Word documents online and on desktop
- Understand save options and autosave
- Create a document from a template
- Add text to a document
- Understand co-authoring and working from a single source of truth



## WO101-3- Level 1 Foundation - Word

### Excel isn't the only place to make great tables. Learn how to keep your content and data together in Word.

**Duration** 60 minutes      **Delivery Type** Online

#### Description

In this course you will learn how to create and manage tables in Word to organise your data. Learn how to convert text to a table and manage table settings.

#### Objectives

- Create a List
- Sort data in a list or table
- Format lists and list styles
- Create multilevel lists
- Create a Table in Word
- Modify a Table
- Manage rows and columns
- Use and create table Styles
- Convert to Text to a table



### WO101-4- Level 1 Foundation - Word

## Creating a perfectly written and presented document has never been easier with Word

**Duration** 60 minutes  
**Delivery Type** Online

### Description

Learn how to prepare your document for publishing or sharing, as well as using Editor to see spelling, grammar, readability statistics, and more.

### Objectives

- Use the editor to manage spelling and grammar
- View readability stats
- Check your word count
- Use research to learn more about your data
- Check Accessibility settings to create accessible documents
- Understand and use different file formats



### WO101-5 - Level 1 Foundation - Word

## Set strong foundations when creating Word documents from scratch

**Duration** 60 minutes  
**Delivery Type** Online

### Description

You will learn how to add and edit text, modify documents, and control page layout. At the end of this course, you will be able to create basic text-based documents in Word.

### Objectives

- Edit a Word document
- Use various methods for selecting text for modification
- Use cut, copy, and paste to modify documents
- Use undo/redo to modify and correct errors
- Use page layout options to control page settings.



## WO101-6 - Level 1 Foundation - Word

### Learn valuable editing skills and shortcuts to help you work efficiently in Word

**Duration** 60 minutes    **Delivery Type** Online

#### Description

In this course you will learn how to use and create styles, find and replace, and format painter, to create a more streamlined and consistent document.

#### Objectives

- Use find and replace to edit documents
- Use the format painter for quick format duplication
- Use reveal formatting to view your document styles
- Clear formatting from documents
- Use styles for consistent and dynamic formatting



## WO201-1 - Level 2 Intermediate - Word

### Make your documents consistent and enable an easier read for your audience with Layout in Microsoft Word

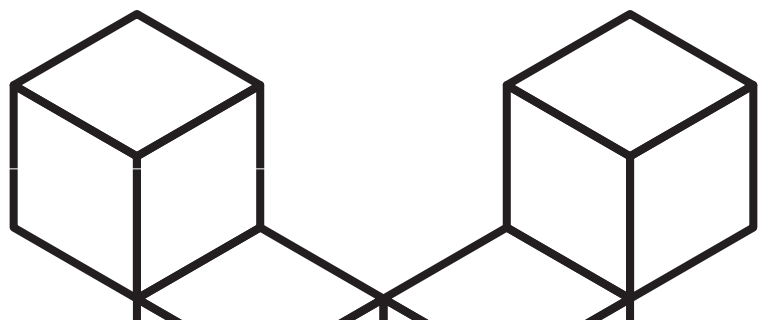
**Duration** 60 minutes    **Delivery Type** Online

#### Description

Layout is an important factor in a well thought out document design, as it allows for consistency, enabling an easier read for your audience. In this course you will learn how to control page layout in your documents and set page boarders, margins, header, and footers.

#### Objectives

- Create page borders for document design
- Create and manage headers and footers
- Set page margins and orientation for document layout
- Use sections and breaks for document layout and formatting
- Create watermarks for your document





## WO201-2 - Level 2 Intermediate - Word

### Make your documents more accessible by controlling the flow in Microsoft Word

**Duration** 60 minutes    **Delivery Type** Online

#### Description

In this course you will learn how to control the flow of data using paragraph settings. Learn how to create section breaks to manage formatting and layout across different sections of your documents and linking text boxes to control text placement and flow.

#### Objectives

- Use paragraph flow settings to manage text
- Use sections and breaks for document layout and formatting
- Create columns for enhanced document layout
- Linking text boxes to control text placement and flow



## WO201-3 - Level 2 Intermediate - Word

### Create dynamic documents and make repetitive processes easier with Mail Merge

**Duration** 60 minutes    **Delivery Type** Online

#### Description

Mail Merge is a great tool for automating the process of creating multiple form letters that require custom data entry. In this course you will learn how to connect a data source to Microsoft Word and use merge fields to create dynamic content based on the data source.

#### Objectives

- Create and format envelopes for printing
- Create and print labels
- Use Mail Merge to create custom form letters and documents



## WO201-4 - Level 2 Intermediate - Word

### Showcase your data in a visually dynamic way with Microsoft Word.

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

It's not just Excel that lets you make appealing data tables. Sometimes, you need to showcase some information in a visually appealing way to engage your reader. In this course learn how to add data visualisations and analyse data in Microsoft Word. Learn how to embed Excel files and create tables and charts inside your documents.



#### Objectives

- Create calculations in Word tables
- Insert an Excel table for advanced data management
- Create and format charts

## WO201-5 - Level 2 Intermediate - Word

### Create Consistent and Efficient Documents Using Templates and Building Blocks

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

In this course learn how to use building blocks to create consistent style and layouts in your documents. Learn how to use existing template or create your own for easy document creation.



#### Objectives

- Use and create Quick parts
- Use Building Blocks to format your documents
- Create and utilise templates in Word

## WO201-6 - Level 2 Intermediate - Word

### Give your work a whole new dimension, re-engaging your audience with Microsoft Word

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Adding imagery can really enhance your work, get the message across and make things a bit more fun. In this course learn how to add and format graphic objects such as images and diagrams. Learn how to insert shapes, pictures and SmartArt diagrams.



#### Objectives

- Use symbols & special characters in a Word document
- Create diagrams with SmartArt
- Create and format charts for data visualisation
- Insert and format pictures
- Use image layout options
- Create and format shapes
- Create and use complex shapes

## WO301-1 - Level 3 Advanced - Word

### Automate Processes quickly and efficiently with recorded macros in Word

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

This course will give you an understanding of what a Macro is, and then we will show you how to apply this in Word. You will learn how to automate document tasks by recording a series of steps and replaying them for a quick and efficient process automation.



#### Objectives

- Automate document tasks with macros
- Understand what a macro is and when to use one
- Record and run macros in Word documents



### WO301-2 - Level 3 Advanced - Word

## Edit in real time, on the same version for a single source of truth in Microsoft Word

**Duration** 60 minutes  
**Delivery Type** Online

### Description

It can be frustrating sending documents as email attachments, having to save multiple versions and spend time deleting old ones to avoid confusion. With collaboration in Word, you can edit with others in real time on the same version for a complete and single source of truth. In this course learn how to collaborate and review documents using track changes, compare, and merge. Learn how to co-author documents in the cloud and view and manage versions.

### Objectives

- Use markup tools to review documents
- Merge changes from multiple copies of a document
- Use and manage document changes with track changes
- Co-author documents in the cloud
- Use version history to manage document versions



### WO301-3 - Level 3 Advanced - Word

## Reference your quotes and link your documents to evidence in just a few clicks

**Duration** 60 minutes  
**Delivery Type** Online

### Description

Sometimes, more detailed documents require research and quotations. In this course learn how to use the reference tools to create bookmarks, captions, footnotes, and endnotes. Learn how to create and manage references and citations for a bibliography.

### Objectives

- Create image captions and use in a table
- Create and use bookmarks for document locations and navigation
- Create and use cross-references
- Create and edit hyperlinks
- Create and manage footnotes & end notes
- Use the citations and bibliography options to create a works cited list



### WO301-4 - Level 3 Advanced - Word

## Working in short time frames for better productivity, is easy with Microsoft Word

**Duration** 60 minutes  
**Delivery Type** Online

### Description

In this course learn techniques that will enable smarter management when working with long documents. Learn how to create a dynamic table of contents and other reference tables. You will also learn how to use the outline tools to create and manage master documents.

### Objectives

- Create and manage a table of contents
- Create an Index manually or automatically
- Create ancillary tables
- Use the outline view to manage document layout
- Create and update master documents



### WO301-5 - Level 3 Advanced - Word

## Safely securing your work with Microsoft Word

**Duration** 60 minutes  
**Delivery Type** Online

### Description

When working on confidential files, it is vital to ensure others don't see it without permission. In this course learn how to secure a Word document to prevent unauthorised edits and views. Learn how to restrict edits to just the options you choose or to restrict access and set passwords.

### Objectives

- Use settings to restrict document editing
- Set passwords for enhanced security
- Understand and use digital signatures
- Set a document as read-only



## YA101-1 - Level 1 Foundation - Yammer

### Connect knowledge and crowd source information across your whole organisation with Yammer

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Yammer is an exciting social networking platform that helps connect knowledge and crowdsource information across teams and departments. In this foundational course you will be introduced to Yammer. We will teach you how to create your Yammer profile and join Yammer communities and post messages.

#### Objectives

- Describe the concept of Yammer to colleagues
- Launch Yammer from multiple devices
- Set up your Yammer profile & notification preferences
- Find discussions and communities
- Participate in the conversation
- Create special messages



## YA201-1 - Level 2 Intermediate - Yammer

### Learn, share, and grow through Yammer and help your communities thrive

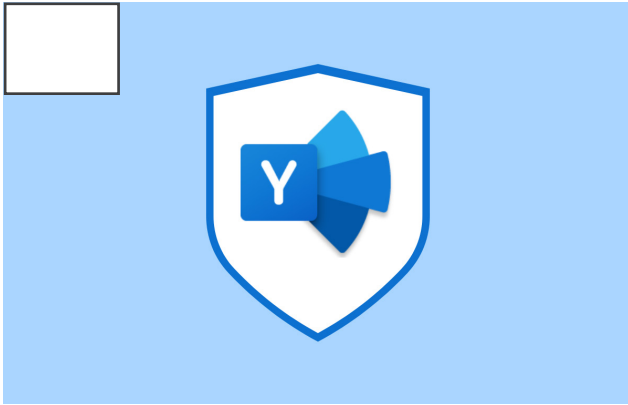
**Duration** 60 minutes  
**Delivery Type** Online

#### Description

This course is for community leaders who want to build multi way communication and connection for those people in their communities. This is an interactive workshop, giving you the chance to delve into an immersive experience of planning, creating, and running a Yammer community. This course will benefit anyone who wants to master their role as a community leader.

#### Objectives

- Launch and navigate Yammer
- Add Yammer as an app
- Yammer mobile app
- Review your community canvas to identify the why, how and what of your community
- Build your community in Yammer
- Identify, build and deliver an engagement plan through Yammer



## YA201-2 - Level 2 Intermediate - Yammer

### Drive valuable engagement with all teams across your organisation with Yammer

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

This workshop will introduce you to the concepts of Yammer and how you can use it to drive valuable engagement across your teams. We will show you how you can build mutual relationships with people in your Yammer communities easily and quickly. Connecting and being visible daily will encourage your staff and teams to engage with one another to create multi way communication.

#### Objectives

- Describe the concept of Yammer to colleagues
- Launch Yammer from multiple devices
- Structure communication to suit specific communities
- Interact with communities by using reply to, like and praise
- Work alongside EAs, PAs and Comms so that they can post on your behalf



## YA301-1 - Level 2 Intermediate - Yammer

### Land your messages to the whole organisation, quickly, effectively and from any device

**Duration** 60 minutes  
**Delivery Type** Online

#### Description

Yammer is a great platform to deliver messages that will land with the whole organisation quickly and effectively, accessible from any device. No matter where your teams are working, they will get the message. This workshop will introduce you to the concepts of Yammer and how you can use it to build out communities across your organisation, creating shared connections through groups and develop communication channels that sit outside of email. Yammer makes sure your messages land in a way that encourages interaction with you to get the best engagement with important company messages.

#### Objectives

- Describe the concept of Yammer to colleagues
- Launch Yammer from multiple devices
- Structure communication to suit specific communities
- Interact with communities by using Reply to, like and praise
- Work alongside EAs, PAs and Comms so that they can post on your behalf



## SEC101-1 - Level 1 Foundation - Security

### Our guide to ensuring you are personally and professionally secure

**Duration** 60 minutes    **Delivery Type** Online

#### Description

This course will provide you with the foundational knowledge to keep your accounts secure. In this webinar we will make sure your passwords are as secure as they can be to make sure both you and your organisation are security tight.

#### Objectives

- Understand the importance of web security
- Utilise your knowledge to protect yourself and organisation
- Create a strong and complex password
- Identify security policies and procedures at your organisation



## SEC201-1 - Level 2 Intermediate - Security

### Unmasking social engineering to protect your identity and data

**Duration** 60 minutes    **Delivery Type** Online

#### Description

In this webinar we will cover the most common social engineering attacks, such as phishing, why people do it and how to spot them. We will also look at prevention strategies and techniques to keep you and your organisation safe.

#### Objectives

By the end of this session you will be able to:

- Describe social engineering and its impact on security
- Identify social engineering attack techniques such as phishing
- Recognise red flags and prevention strategies



## SEC301-1 - Level 3 Advanced - Security

### Empowering you and your organisation against modern cyber threats

**Duration**      **Delivery Type**  
60 minutes      Online

#### **Description**

This webinar is designed to provide a comprehensive overview of the current threat landscape and the various types of cyber attacks that individuals and organisations may encounter. It will cover the latest trends and techniques used by cybercriminals to breach systems and steal sensitive information.

#### **Objectives**

- Describe cyber attacks and how they can impact you and your organisation
- Identify and describe different types of cyber attacks
- Understand current cyber attack trends and techniques





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Not Months

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