CHANGING SOCIAL

CHANGING SOCIAL
TRAINING CATALOGUE

WELCOME TO
CHANGING SOCIAL.

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OUR SERVICES
REALISE THE BENEFITS OF CHANGE

We are Microsoft 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 Microsoft 365.

STRATEGY AND CHANGE

The practical steps to successfully manage change within any organisation

M365 MIGRATION

Kickstart your transition to Microsoft 365 ensuring a seamless shift to enhanced experience

DIGITAL CHAMPIONS

Engage your employees, learn new skills and build a community

POWER PLATFORM UNIVERSITY

Power Platform University fosters skill development for innovative, efficient business solutions

POWER PLATFORM

Innovative learning programme designed to transform your team into proficient Power Platform users

COPILOT AND AI

Explore our trio of specialised services, each designed to elevate your teams interaction with AI

UNLEASH THE CHANGING SOCIAL IMPACT

Elevate your digital workspace with Changing Social, your global Microsoft technology partner.

With a stellar Net Promoter Score (NPS) of 4.9, we stand as industry leaders in harnessing Microsoft solutions to propel business efficiency and innovation.

Specialising in transformative services like Digital Champions and Citizen Developer University, we tailor Microsoft technologies to fit your unique needs, ensuring you're equipped for both immediate wins and long-term success.

Join us to transform your digital tools into strategic assets and lead in your market.

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ACCESSIBILITY COURSES.

AC101-1 Level 1 Foundation

CREATING ACCESSIBLE DOCUMENTS TO MAXIMISE CLEAR COMMUNICATION

Duration
60 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 why creating accessible documents matters.
- Learn to use accessibility features in Microsoft Word, PowerPoint, and Excel.
- Discover techniques to format text, images, and tables for better readability and accessibility.
- Explore how to identify and fix accessibility issues using the Accessibility Checker.
- Learn to use headings, lists, and formatting techniques to improve document structure and navigation.

AC101-2 Level 1 Foundation

HOSTING INCLUSIVE MEETINGS

Duration
60 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

- Recognise why accessibility and inclusion matter in meetings and events.
- Discover effective strategies for preparing and conducting inclusive meetings.
- Explore ways to encourage positive meeting behaviours and etiquette.
- Learn techniques to foster engagement using chat, polls, whiteboards, and avatars.
- Utilise features like pop-out content, spotlight speaker, and live captions to improve visibility and accommodate diverse participants.

AC101-3 Level 1 Foundation

WINDOWS ACCESSIBILITY ESSENTIALS AND BENEFITS

Duration
60 minutes

Delivery Type
Online

Description
Explore Windows' wide range of accessibility features. Learn to use built-in tools like Narrator, Magnifier, and High Contrast. Customise settings to meet individual needs, troubleshoot common issues, and advocate for accessibility and inclusion in the workplace. Gain a better understanding of using Windows inclusively.

Objectives
- Understand the importance of accessibility in the Windows operating system
- Use built-in accessibility features such as Narrator, Magnifier, and High Contrast
- Customize accessibility settings to meet individual needs
- Create and use accessible content in Windows applications
- Troubleshoot common accessibility issues in Windows
- Advocate for accessibility and inclusion in the workplace

AI, BOOKINGS & VIDEO EDITING.

AI101-1 Level 1 Foundation

A JOURNEY INTO ARTIFICIAL INTELLIGENCE AND GENERATIVE AI

Duration
60 minutes

Delivery Type
Online

Description
Explore AI's impact across domains like autonomous vehicles and medicine. Delve into generative AI, which creates novel content. Address societal implications, fairness, transparency, and bias mitigation. Learn responsible AI principles for developers and users.

Objectives
- Describe AI and Generative AI concepts.
- Understand how generative AI creates novel content.
- Explore ethical challenges related to AI deployment.
- Emphasise accountability, privacy, and security.
- Consider guidelines for AI systems that align with societal values.

BO101-1 Level 1 Foundation

STREAMLINE BOOKING TIME WITH YOUR TEAM USING MICROSOFT BOOKINGS

Course
Streamline Booking and Scheduling Your Time

Duration
60 minutes

Delivery Type
Online

Description
Learn to optimise your schedule using a Microsoft Bookings calendar. Discover how to create and Customise booking rules, allowing efficient rescheduling and cancellations. Streamline meeting administration and save valuable time.

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 the Teams app

CL101-1 Level 1 Foundation

CREATE ENGAGING AND IMPACTFUL VIDEOS USING CLIPCHAMP

Duration
60 minutes

Delivery Type
Online

Description
Explore the basics of Clipchamp, a powerful video editing tool. Learn to create and edit videos with intuitive features. Add effects, transitions, and audio enhancements. Export and share videos across platforms. Master advanced features for professional-quality content

Objectives
- Describe the features and capabilities of Clipchamp
- Create and edit videos using Clipchamp
- Add effects, transitions, and audio to enhance your videos
- Export and share your videos in various formats and platforms
- Collaborate on video projects with others using Clipchamp
- Use Clipchamp's advanced features to create professional-quality videos

COPILOT COURSES.

CP101-1 Level 1 Foundation

UNLOCKING PRODUCTIVITY: MICROSOFT COPILOT ESSENTIALS

Course
Introduction to Copilot

Duration
60 minutes

Delivery Type
Online

Description
Explore the concept of Microsoft Copilot—an intelligent AI assistant. Discover how it enhances daily productivity by seamlessly integrating with Microsoft 365 applications. Gain insights into its functionalities and transformative impact on work interactions.

Objectives
- Understand and describe Copilot
- Recognise the different version of copilot
- Locate Copilot in your M365 apps & the M365 hub
- Create effective prompts to get your desired results from Copilot
- Use Copilot iteratively to improve & refine the outputs
- Use Copilot Lab to get better at prompting to copilot

CPP-301 Level 3 Advanced

COPILOT FOR HR: TALENT SEARCH AND ENGAGEMENT

Course
Microsoft Copilot for M365 - in HR

Duration
60 minutes

Delivery Type
Online

Description
Unlock the potential of Copilot for HR professionals. Streamline talent search, feedback summaries, and compelling HR content creation. Reduce meeting time and efficiently manage onboarding documents and employee relations.

Objectives
- Leverage Copilot to search and locate candidate information and HR policies
- Summarise employee feedback and meeting points for quick decision-making
- Create engaging content for internal communications and training materials
- Reduce time spent in meetings by utilising Copilot for pre-meeting preparation and follow-up
- Use Copilot to compare CVs with job descriptions identify the strongest candidates

CPP-302 Level 3 Advanced

MARKETING MAGIC WITH MICROSOFT COPILOT FOR M365

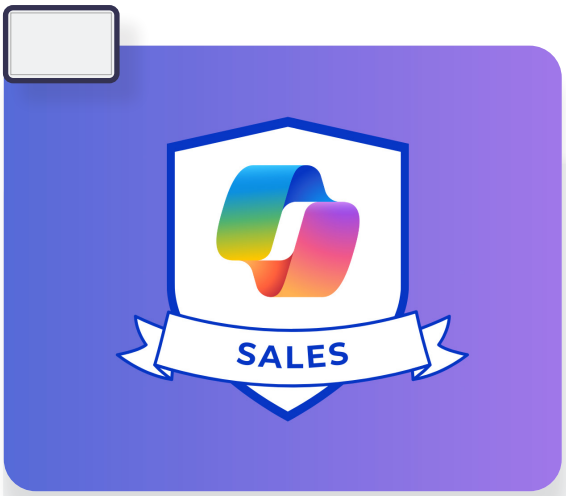
Course
Microsoft Copilot for M365 - in Marketing

Duration
60 minutes

Delivery Type
Online

Description
Marketers will explore Copilot's capabilities to revolutionise how they search for trends, summarise campaign results, create engaging content, and run productive meetings. Learn to blend Copilot's AI insights with marketing expertise to craft campaigns that resonate with audiences and drive results.

Objectives
- Utilise Copilot to research market trends and consumer insights
- Summarise marketing campaign data for strategic analysis
- Create standout marketing content leveraging Copilot creativity
- Conduct focused, efficient meetings with actionable outcomes using Copilot summaries



CPP-303 Level 3 Advanced

MICROSOFT COPILOT FOR M365: DATA DRIVEN SELLING

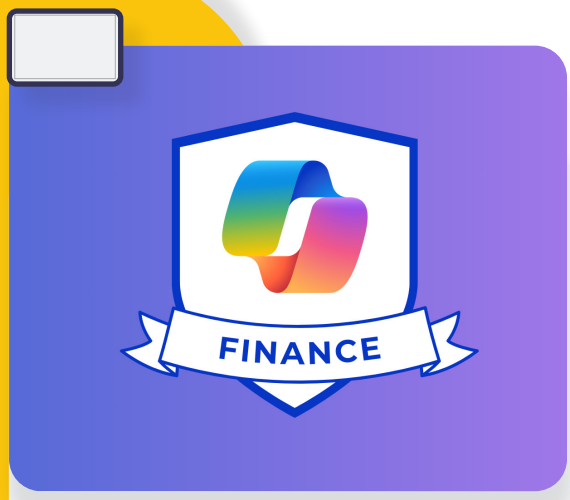
Course
Microsoft Copilot for M365 - in Sales

Duration
60 minutes

Delivery Type
Online

Description
Equip your sales force with Copilot's ability to find client data swiftly, summarise interactions, generate tailored sales content, and streamline meetings. Copilot empowers sales professionals to focus on relationship-building and closing deals by cutting down administrative overhead.

Objectives
- Search customer databases and sales records quickly with Copilot
- Summarise sales calls and client meetings for faster follow-up
- Create personalised sales pitches and proposals with Copilot assistance
- Minimise meeting time by focusing on high-value interactions using Copilot



CPP-304 Level 3 Advanced

FINANCIAL CLARITY WITH MICROSOFT COPILOT FOR M365

Course
Microsoft Copilot for M365 - in Finance

Duration
60 minutes

Delivery Type
Online

Description
Financial professionals will uncover Copilot's potential for transforming financial analysis, summarising reports, and creating in-depth financial content. This training enables finance teams to use Copilot for efficient information synthesis and communication, ensuring accuracy and insight in every financial meeting.

Objectives
- Search and analyse financial documents and trends with Copilot AI
- Summarise complex financial reports for executive presentations
- Create detailed financial content, including reports and forecasts, with Copilot
- Conduct efficient, data-driven meetings with Copilot-generated insights and summaries

CPP-305 Level 3 Advanced

LEGAL PRECISION WITH MICROSOFT COPILOT FOR M365

Course
Microsoft Copilot for M365 - in Legal

Duration
60 minutes

Delivery Type
Online

Description
Legal practitioners will gain expertise in leveraging Copilot to navigate legal databases, summarise documents, draft legal content, and ensure succinct legal meetings. This course offers legal teams the tools to utilise Copilot in managing the extensive research, writing, and meeting requirements of legal work effectively.

Objectives
- Use Copilot to search for legal precedents and case law efficiently
- Summarise lengthy legal documents and contracts for quick review
- Create content like briefs and memos with Copilot guidance
- Reduce meeting times with clear, concise legal discussions and action items through Copilot

CPS201-1 Level 2 Intermediate

UNLOCKING PRODUCTIVITY: MICROSOFT COPILOT IN EDGE

Course
Copilot in Edge

Duration
60 minutes

Delivery Type
Online

Description
Discover how Microsoft Copilot seamlessly integrates across Bing, Edge, and Windows 11. Learn to access Copilot directly from the sidebar in Microsoft Edge for context-aware assistance. Explore best practices and effective prompts to optimise your Copilot experience.

Objectives
- Understand the Do's and Don'ts
- Use the basic functions of Copilot in your Edge browser
- Build on your basic prompts to get best results
- Optimise, summarise and refine existing content
- Generate an image from scratch and make changes to it

CPS201-2 Level 2 Intermediate

BOOSTING PRODUCTIVITY: MICROSOFT COPILOT IN MICROSOFT TEAMS

Course
Copilot in Teams

Duration
60 minutes

Delivery Type
Online

Description
Discover how to enhance your meetings and collaboration with Microsoft Copilot in Teams. In this course, you will learn how to use Copilot to create and manage meeting agendas and notes, receive real-time assistance during meetings, and collaborate with others using Copilot's powerful features. Join us and take your meetings and collaboration to the next level with Microsoft Copilot in Teams.

Objectives
- Use Copilot to generate meeting agendas and notes actions
- Receive real-time assistance from Copilot in meetings, to catch up after arriving late or summarise what has been discussed so far
- Use Microsoft Copilot to find emails, attachments and collaborate with others in Microsoft Teams
- Use Microsoft Copilot to request updates and the latest news from channels
- Generate content, summarise documents with Copilot in Microsoft Teams

CPS201-3 Level 2 Intermediate

BOOSTING PRODUCTIVITY: MICROSOFT COPILOT IN MICROSOFT WORD

Course
Copilot in Word

Duration
60 minutes

Delivery Type
Online

Description
A course that teaches you how to leverage the power of AI to write better documents. In this course, you will learn how to use Copilot, a feature in Word that helps you generate and improve your text with the help of artificial intelligence. Copilot can help you write faster, more creatively, and more accurately.

Objectives
- Prompt in the dialog box and instruct copilot to generate something new
- Refer to a file or different resource to generate content with Copilot
- Understand the feature available in the prompt box to set tone, regenerate or delete content
- Use the built-in Copilot button to open the chat to ask questions about the document
- Turn your text in a table or re-write with Copilot

CPS201-4 Level 2 Intermediate

BOOSTING PRODUCTIVITY: MICROSOFT COPILOT IN MICROSOFT POWER POINT

Course
Copilot in Power Point

Duration
60 minutes

Delivery Type
Online

Description
A course that teaches you how to create and enhance your presentations with the help of Copilot. In this course, you will learn how to use Copilot, a new feature in Power Point that helps you generate slides, add images, write notes, and more with natural language commands. You will also learn how to use the prompt box and the microphone features to interact with Copilot and get suggestions for your presentation.

Objectives
- Create a presentation from the Copilot icon built-in in Power Point
- Create a presentation from your file
- Ask Copilot to add a slide about something
- Add images with Copilot and organise your slides
- Add notes to your slides with Copilot
- Understand how to use the prompt box with the “View prompts” icon and microphone features

CPS201-5 Level 2 Intermediate

BOOSTING PRODUCTIVITY: MICROSOFT COPILOT IN MICROSOFT EXCEL

Course
Copilot in Excel

Duration
60 minutes

Delivery Type
Online

Description
Discover how to harness Copilot's power for data analysis, manipulation, and visualisation in Excel. Learn to use Copilot's natural language capabilities for tasks like highlighting, filtering, sorting, requesting insights, creating tables, charts, pivot tables, and applying conditional formatting. Navigate the "View prompts" feature for optimal data interaction.

Objectives
- Learn to highlight, filter, and sort data using Copilot in Excel
- Request data insights from Copilot for better comprehension
- Use Copilot to turn your data range into a table
- Navigate the "View prompts" feature in Copilot to explore its capabilities
- Explore advanced prompts, add columns and rows, apply conditional formatting, generate Pivot tables, and create charts with Copilot for effective data visualisation

CPS201-6 Level 2 Intermediate

COPILOT FOR EMAIL PRODUCTIVITY

Course
Copilot in Outlook

Duration
30-45 minutes

Delivery Type
Online

Description
Discover how to optimise email workflows using Copilot. Learn to draft emails faster, improve writing style, and reply seamlessly. Utilise Copilot for natural language inbox searches and summarising lengthy email threads. Get insights on calendar and meeting-related queries. Enhance your email productivity with Copilot!

Objectives
- Quickly draft emails with copilot
- Coaching with Copilot to write better emails
- Replying to emails using copilot
- Search emails with copilot
- Use Copilot feature to summarise email threads
- Ask questions about your calendar and meeting insights.

CPS201-7 Level 2 Intermediate

HOW TO IMPROVE YOUR NOTES WITH MICROSOFT ONENOTE AND COPILOT

Course
Copilot in OneNote

Duration
30 minutes

Delivery Type
Online

Description
Unlock the power of Copilot in OneNote! Learn to generate To-Do lists, summaries, tables, and advanced content. Organise and refine your notes efficiently. Explore the Copilot Lab for insights into various prompt types. Enhance your note-taking skills with AI assistance.

Objectives
- Using Copilot to generate a To-Do list in OneNote
- Use Copilot to generate summary of your notes
- Explore copilot Lab to learn about prompts from the button
- Generate table and list with Copilot
- Discover advanced prompts for drafting, organising, and refining content with Copilot assistance

CPS201-8 Level 2 Intermediate

MICROSOFT FORMS: CREATE ENGAGING SURVEYS AND FORMS WITH COPILOT

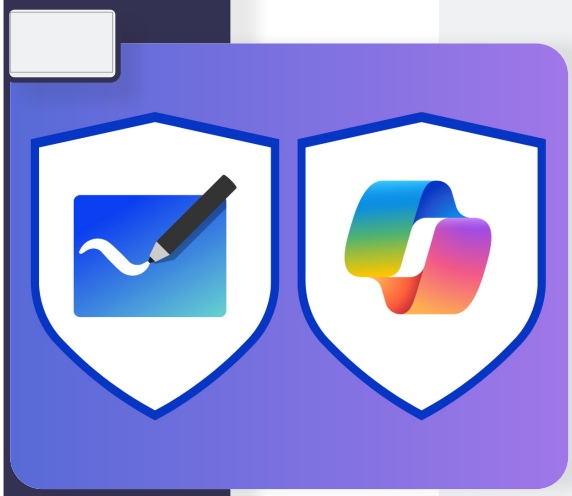
Course
Copilot in Forms

Duration
60 minutes

Delivery Type
Online

Description
Explore Microsoft Forms, a powerful tool for creating surveys, polls, and forms. Learn to enhance survey content using Copilot's assistance. Apply visual styles and themes for an engaging look. Leverage Copilot to generate high-quality questions and answers effortlessly. Boost respondent interaction with Forms!

Objectives
- Learn to efficiently generate surveys, polls, and forms with AI assistance
- Master the art of refining survey content for clarity and engagement
- Discover how to apply visual styles for enhanced respondent interaction
- Utilise Copilot to create high-quality content with minimal effort



CPS201-9 Level 2 Intermediate

WHITEBOARD AND COPILOT: A SPACE FOR COLLABORATION AND CREATIVITY

Course
Copilot in Whiteboard

Duration
30 minutes

Delivery Type
Online

Description
Learn how to use Copilot on the whiteboard to enhance your collaboration skills, generate innovative ideas, organise your notes, and summarise complex content. In this course, you will learn how to use Copilot, a powerful AI companion, on the whiteboard to improve your collaboration and creativity

Objectives
- Enhance collaboration during meetings using Copilot on the whiteboard
- Unleash creativity and generate innovative ideas with Copilot's assistance
- Organise ideas and notes effectively using Copilot's features
- Learn to summarise complex whiteboard content with Copilot's help
- Utilise Copilot for clear and impactful communication during meetings

CPV-101 Level 1 Foundation

MASTERING INFORMATION RETRIEVAL WITH COPILOT

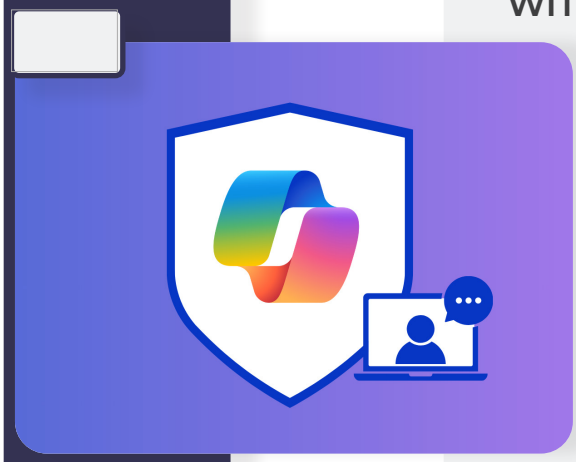
Course
Advanced Search Techniques with Copilot

Duration
60 minutes

Delivery Type
Online

Description
Discover Copilot's prowess in navigating Microsoft 365 apps for swift and accurate information retrieval. Master constructing effective search queries and real-time data retrieval in Outlook, Teams, and OneNote. Ideal for professionals aiming to minimise search times and focus on relevant results. Unleash Copilot's full potential!

Objectives
- Learn to structure prompts effectively for Copilot
- Work iteratively with Copilot to pinpoint accurate information
- Formulate prompts to quickly find precise information from external sources
- Create prompts to retrieve information from internal sources like emails, documents, and SharePoint
- Understand how Copilot interacts with security and permissions when retrieving information



CPV-102 Level 1 Foundation

ACHIEVING EFFICIENCY: MEET LESS WITH COPILOT

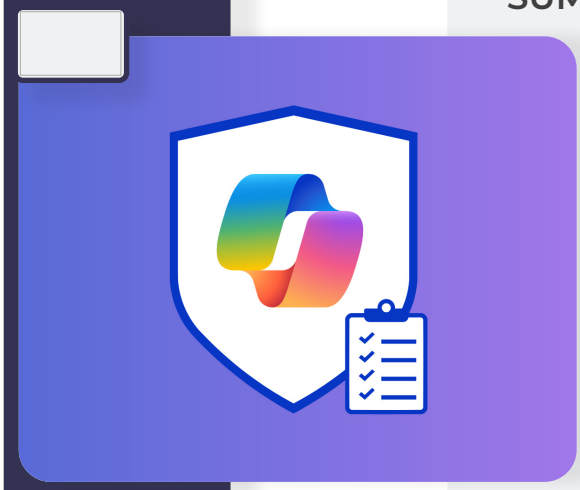
Course
Streamlining Meetings with Copilot

Duration
60 minutes

Delivery Type
Online

Description
Discover how to use Copilot within Microsoft Teams and other apps to minimise back-to-back meetings. Focus on summarisation and follow-up features to condense meeting outcomes, delegate tasks, and keep teams aligned. Empower professionals to reclaim time and enhance productivity by meeting less.

Objectives
- Refine prompt writing skills to enhance collaboration with Copilot
- Use Copilot for summarising and catching up on meetings
- Prepare for meetings with Copilot by gathering relevant information beforehand
- Leverage Copilot to extract and list meeting details, such as discussed topics, links, and pros and cons
- Analyse meeting agendas with Copilot to provide insights, streamline follow-ups, and generate action items with clear owners and deadlines



CPV-103 Level 1 Foundation

CONCISE COMMUNICATION: SUMMARISING WITH COPILOT

Course
Expert Summarisation Techniques with Copilot

Duration
30 minutes

Delivery Type
Online

Description
Explore Copilot's summarisation capabilities across Microsoft 365 apps. Learn to distil lengthy documents, emails, and discussions into essential takeaways. Enhance communication efficiency by creating clear, concise summaries that capture core messages. Ensure critical information is effectively and succinctly communicated.

Objectives
- Build on prompt writing skills to further increase the efficiency of your partnership with Copilot
- Use Copilot to summarise long email threads
- Save time by using Copilot to distil a lengthy document into key bullet points
- Simplify decision making by having Copilot compare documents produce a summary of key differences
- Use Copilot to summarise data into key points or a chart

CPV-104 Level 1 Foundation

REVOLUTIONISE CONTENT CREATION WITH COPILOT

Course
Dynamic Content Creation with Copilot

Duration
60 minutes

Delivery Type
Online

Description
Explore Copilot's creative potential across Microsoft 365 apps. Learn to generate diverse content, from reports to marketing materials. Interact effectively with Copilot, prompting initial drafts tailored to specific needs. Streamline your content creation workflow and make every piece stand out!

Objectives
- Build on prompt writing skills to further increase the efficiency of your partnership with Copilot
- Utilise Copilot in Word, PowerPoint, and other Microsoft 365 apps for content generation
- Understand how to prompt Copilot for creative and structured content creation
- Explore editing and refining generated content for various audiences and purposes
- Use Copilot to create content in a completely different format, such as FAQs from a PowerPoint deck

DELVE COURSE.

DE101-1 Level 1 Foundation

SHOWCASE YOUR SKILLS AND GROW YOUR INTERNAL NETWORK QUICKLY WITH DELVE

Course
Create your Profile in 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 what Delve is and when to use it
- Access your Delve profile
- Update your profile settings
- Manage your M365 profile using Delve
- View your content in Delve

EDGE COURSE.

ED101-1 Level 2 Intermediate

OPTIMISE AND CUSTOMISE YOUR ONLINE EXPERIENCE WITH MICROSOFT EDGE

Course
Improve Productivity and Performance with 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
- Learn to create profiles for work or personal accounts
- Set performance options, including sleeping tabs and startup boost
- Utilise security features to protect your PC while browsing
- View browser history and set favourites using the bookmark bar
- Customise your browser's look and feel, and add useful apps

VIVA ENGAGE COURSES.

EN101-1 Level 1 Foundation

BUILD COMMUNITY AND SHARE EXPERTISE ORGANISATION-WIDE WITH VIVA ENGAGE

Course
Dynamic Content Creation with Copilot

Duration
60 minutes

Delivery Type
Online

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

Objectives
- Describe the concept of Viva Engage to colleagues
- Launch Viva Engage from multiple devices
- Set up your Viva Engage profile & notification preferences
- Find discussions and communities
- Participate in the conversation
- Create special messages
- Share on your Storyline & follow the Storylines of people you're interested in

EN201-1 Level 2 Intermediate

VIVA ENGAGE FOR COMMUNITY OWNERS

Course
Viva Engage for Community Leaders

Duration
60 minutes

Delivery Type
Online

Description
This course is for community owners 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 Viva Engage community. This course will benefit anyone who wants to master their role as a community leader.

Objectives
- Identify the purpose, approach, and content of your community using the community canvas
- Create or request a new Viva Engage Community
- Add additional admins or members to the community
- Build up your community within Viva Engage
- Change community visibility (public or private), handle membership requests, manage conversation starters, and close conversations as needed

EN301-1 Level 3 Advanced

VIVA ENGAGE FOR EXECS: EFFICIENT, BROAD-REACHING MESSAGING FROM ANY DEVICE

Duration
60 minutes

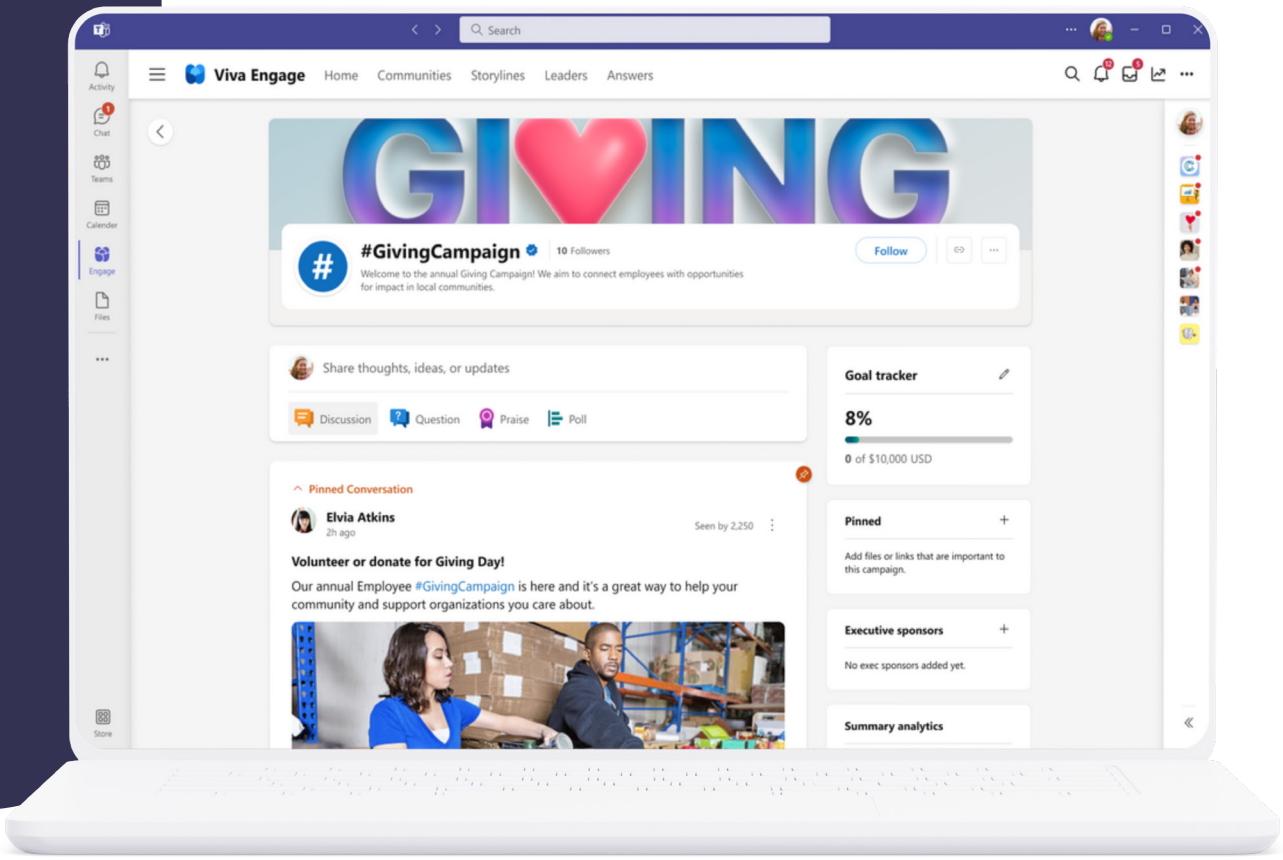
Delivery Type
Online

Description

Viva Engage efficiently broadcasts messages across your organisation, ensuring reach and interaction on any device. This workshop covers using Viva Engage to foster communities and enhance communication beyond email, promoting active engagement with key company announcements.

Objectives

- Describe the concept of Viva Engage to colleagues
- Launch Viva Engage 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
- Give colleagues an insight into your work & the business by posting on your storyline



EXCEL COURSES.

EX101-1 Level 1 Foundation

BUILD SOLID EXCEL KNOWLEDGE BY STARTING WITH THE FOUNDATIONS

Course
Introduction to Creating an Excel Spreadsheet

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

ACCESS SPREADSHEETS ANYWHERE, ANYTIME WITH EXCEL ONLINE

Course
Save Time and Create Consistent Spreadsheets with Excel Templates

Duration
30-45 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

DRIVE CONSISTENCY AND STREAMLINE YOUR SPREADSHEETS WITH EXCEL TEMPLATES

Course
Save Time and Create Consistent 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

BRING YOUR DATA TO LIFE WITH INTELLIGENT TABLES AND CHARTS IN EXCEL

Course
Create Tables and Charts for Visual Data Reporting and Analysis

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 intelligent tables are and when to use them in Excel
- Learn how to create intelligent tables
- Explore table auto expansion and structured referencing techniques
- Master formatting techniques to enhance the look and feel of Excel tables
- Understand different chart types, create charts from table data, and format chart layouts

EX101-5 Level 1 Foundation

ANALYSE DATA MORE EFFICIENTLY WITH EXCEL

Course
Use Excel Formatting to Analyse Data

Duration
60 minutes

Delivery Type
Online

Description
Learn how to an 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

WORK SMARTER, NOT HARDER WITH FORMULAS AND FUNCTIONS IN EXCEL

Course
Using Formulas and Functions to Automate and Calculate Data

Duration
30-45 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

WORKING AT PACE WITH INTERMEDIATE FUNCTIONS IN EXCEL

Course
Working with Intermediate Functions in Excel

Duration
60 minutes

Delivery Type
Online

Description
Build on your foundational knowledge with this intermediate course. Explore Date/Time, Lookup, and Reference functions, and learn to manipulate function syntax for data analysis.

Objectives
- Examine Excel functions in multiple function categories
- Understand how to use Excel functions and function syntax
- Use dates in formulas and functions
- Explore logical functions
- Understand nested functions and their syntax
- Use the CountIF function to compare lists

EX201-2 Level 2 Intermediate

IMPROVE DATA MANAGEMENT BY USING MULTIPLE WORKSHEETS IN EXCEL

Course
Using Multiple Worksheets for Better Data Management 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

SIMPLIFIED DATA ANALYSIS USING PIVOT TABLES

Course
Data Analysis with PivotTables

Duration
60 minutes

Delivery Type
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 PivotTable from Excel data
- Group fields to organise data
- Customise PivotTable design
- Use data summary options to calculate data

EX301-1 Level 3 Advanced

SET YOUR OWN SUCCESS FACTORS WITH EXCEL FUNCTIONS

Course
Advanced Data Manipulation 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 work-books for function errors.

Objectives
- Understand and use named ranges in functions
- Explore Excel Lookup and Reference functions
- Use formula auditing tools to manage function errors

EX301-2 Level 3 Advanced

SIMPLIFY COMPLEX DATA WITH EXCEL PIVOT TABLES

Course
Advanced Data Analysis with Pivot Tables

Duration
60 minutes

Delivery Type
Online

Description
Save time and improve productivity by using Excel Macros. This course will teach you how to record macros to perform tasks in Excel with the click of a button.

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

EX301-3 Level 3 Advanced

ACCELERATE PRODUCTIVITY WITH TASK AUTOMATION IN EXCEL

Course
Save Time by Automating tasks in Excel

Duration
60 minutes

Delivery Type
Online

Description
Save time and improve productivity by using Excel Macros. This course will teach you how to record macros to perform tasks in Excel with the click of a button.

Objectives
- Understand macro basics and what they are used for
- Create macros using the record feature
- Use office scripts to automate tasks in Excel Online

FORMS COURSE.

FO101-1 Level 1 Foundation

GATHERING ACCURATE DATA SWIFTLY WITH MICROSOFT FORMS

Course
Gather Data and Feedback with 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
- Learn to create forms using Microsoft Forms
- Explore techniques for formatting form appearance
- Understand how to create quizzes and view scores
- Discover methods for distributing forms to collect data
- View form responses in real time and export data for analysis

VIVA GOAL COURSES.

GO101-1 Level 1 Foundation

VIVA GOALS: TRACKING & ALIGNING PERSONAL, TEAM, AND ORGANISATIONAL OBJECTIVES

Duration
60 minutes

Delivery Type
Online

Description
Unlock the power of Viva Goals! In this comprehensive course, participants will delve into goal-setting, tracking, and collaboration using Microsoft Viva Goals. Explore the OKR framework, enhance productivity, and foster engagement. By course end, you'll be equipped to drive performance and achieve Organisational success.

Objectives
- Understand the purpose and benefits of using Viva Goals
- Learn to access and navigate Viva Goals via Microsoft Teams or the M365 home page
- Track and record progress on personal and team goals
- Use Viva Goals to align personal and team goals with Organisational objectives
- Utilise Check-ins for progress updates and automate goal recording by connecting to external data

GO201-1 Level 2 Intermediate

VIVA GOALS ALIGNMENT & OKR MASTERY FOR MANAGERS

Duration
60 minutes

Delivery Type
Online

Description
Unlock the power of Viva Goals! In this comprehensive course, managers will delve into goal-setting, tracking, and collaboration using Microsoft Viva Goals. Explore the OKR framework, align team and individual goals with Organisational objectives, provide feedback, and make data-driven decisions. Empower your team for success!

Objectives
- Describe the purpose and benefits of using Viva Goals
- Navigate the Viva Goals interface
- Describe best practices in creating effective OKRs
- From a company or team level goal, create objectives, key results, projects & initiatives
- Track team & individual progress towards goals

GO301-1 Level 3 Advanced

STRATEGIC GOAL SETTING FOR SENIOR MANAGERS

Duration
60 minutes

Delivery Type
Online

Description
Unlock the power of Viva Goals! In this comprehensive course, senior managers will delve into goal-setting, tracking, and collaboration using Microsoft Viva Goals. Explore the OKR framework, align team and individual goals with Organisational objectives, collaborate with peers, track progress, and make data-driven decisions. Empower your Organisation for success!

Objectives
- Understand the purpose and benefits of using Viva Goals for high-level goal setting within an Organisation
- Learn how to access and navigate Viva Goals.
- Set and align Organisational goals using the OKR framework within Viva Goals
- Collaborate with other senior managers on shared goals and provide feedback on progress
- Use Viva Goals to track progress and make data-driven decisions at the Organisational level

VIVA INSIGHTS COURSES.

IN101-0 Level 1 Foundation

GIVE YOURSELF TIME TO FOCUS AND AVOID BURNOUT WITH VIVA INSIGHTS

Course
Use Viva Insights for Productivity and Wellbeing

Duration
60 minutes

Delivery Type
Online

Description
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 well-being. 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 and make connections through Viva Insights
- Enter daily reflections and participate in mindfulness activities
- Set focus time for tasks and use Viva Insights in Outlook
- Manage Viva Insights settings, set up your virtual commute, and create reminders for specific connections

VIVA LEARNING COURSES.

LE101-1 Level 1 Foundation

VIVA LEARNING: CONTINUOUS SKILL DEVELOPMENT IN TEAMS

Course
Increase your Professional Growth with Viva Learning

Duration
60 minutes

Delivery Type
Online

Description
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 and view the Viva Learning app in Teams.
- Set your learning interests
- Search for learning content and bookmark it for future reference
- Complete learning activities
- Share learning with individuals or teams and explore recommended content

LE201-1 Level 2 Intermediate

CREATE A CENTRE FOR LEARNING FOR YOUR TEAM WITH VIVA LEARNING

Duration
60 minutes

Delivery Type
Online

Description
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
- Share learning to individuals or Teams
- Recommended learning to your team
- Set due dates for learning completion for your team
- Track learning progress

LE301-1 Level 3 Advanced

VIVA LEARNING MASTERY FOR ADMINS & CONTENT CREATORS

Course
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
- Understand Viva Learning roles and learn how to set them in the Admin Centre
- Add learning content to a repository
- Set SharePoint as a content source in the Admin Centre
- Add metadata columns for learning content and create a featured set of learning courses

LISTS COURSE.

LI101-1 Level 1 Foundation

CREATE A SINGLE PANE OF GLASS FOR YOUR DATA WITH LISTS

Course
Working with Data and Information Using 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 whist collaborating in Teams simultaneously.

Objectives
- Describe uses of Lists in SharePoint and OneDrive
- Create a List in a SharePoint site
- Add list entries to a List
- Add a list to Microsoft Teams
- Use the List desktop app

LOOP COURSE.

LO101-1 Level 1 Foundation

BOOSTING PRODUCTIVITY WITH MICROSOFT LOOP COLLABORATION

Duration
60 minutes

Delivery Type
Online

Description
Unlock the potential of Microsoft Loop for seamless team collaboration and enhanced productivity. Learn to navigate Loop within Microsoft Teams and the M365 hub, create dynamic content using flexible components, manage permissions, and integrate Loop with other Microsoft 365 apps. Elevate your teamwork with Loop!

Objectives
- Navigate Microsoft Loop in Teams and the M365 hub
- Use the flexible canvas for collaborative content creation
- Set Loop permissions for access and security.
- Explore Loop's integration with Microsoft 365 apps to streamline workflows
- Utilise Loop for agendas, meeting notes, and action items in Teams meetings

M101-2 Level 1 Foundation

SET YOURSELF UP FOR SUCCESS IN M365

Course
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

MANAGE DOCUMENTS EFFECTIVELY IN MICROSOFT 365

Course
Managing Documents in M365

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
- Understand where and when to store files in Microsoft 365, Utilising OneDrive, SharePoint, and Teams
- Explore content creation, real-time collaboration, and version history features for seamless teamwork
- Learn to edit documents using web apps or desktop applications.
- Master techniques for deleting, moving, and searching files within OneDrive, SharePoint, and Teams
- Describe OneDrive Sync and check permissions for libraries, folders, and documents in SharePoint sites

M201-1 Level 2 Intermediate

COLLABORATE AND BOOST PRODUCTIVITY WITH PLANNER, TEAMS, AND TO-DO

Course
Managing Tasks with Planner, Teams and To Do

Duration
60 minutes

Delivery Type
Online

Description
Master Microsoft 365 task management with our comprehensive course. Learn to create Planner plans, integrate them within Teams, manage tasks, and streamline individual and team productivity. By the end, you'll efficiently handle tasks across Planner, To Do, Teams, and more!

Objectives
- Create Planner plans in a team or online Planner app
- Integrate existing plans within Teams
- Create, manage & assign tasks within a plan
- Create & manage individual tasks in To Do
- View Planner tasks in the To Do app
- Create tasks in Teams, OneNote, Loop or Outlook & manage them in To Do

OD101-1 Level 1 Foundation

MANAGING YOUR PERSONAL FILES EFFECTIVELY IN ONE DRIVE

Course
Managing Personal Files with 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

SIMPLIFY YOUR FILE MIGRATION TO ONEDRIVE

Course
Migrating Files 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
- Create and manage Teams shortcuts in OneDrive
- Set your back up options

ON101-1 Level 1 Foundation

COLLABORATE AND IDEATE WITH ONE-NOTE

Course
Move to Digital Note taking

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
- 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
- Manage and format pages and content
- Integrate your M365 apps with OneNote

ON201-1 Level 2 Intermediate

USE ONENOTE CLASS NOTEBOOKS IN YOUR EDUCATION TENANT TO BOOST YOUR LEARNING

Course
Plan and Create a OneNote Class Notebook

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

COLLABORATION AND CONVERGENCE MADE EASY WITH TEAM NOTEBOOKS

Course
Plan and Create a Team Notebook

Duration
60 minutes

Delivery Type
Online

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.

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

OUTLOOK COURSES.

OU101-1 Level 1 Foundation

BUILD SOLID FOUNDATIONS TO BOOST YOUR KNOWLEDGE OF MICROSOFT OUTLOOK

Course
Outlook Foundations for Desktop App

Duration
60 minutes

Delivery Type
Online

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.

Objectives
- Understand email basics
- Identify and report phishing and junk mail
- Organise your inbox with folders
- Using your calendar to manage appointments and events
- Use search and filter to find information
- Create and use Email Signatures

OU101-3 Level 1 Foundation

MAKE YOUR TRANSITION FROM GMAIL TO OUTLOOK SMOOTH

Course
Viva Learning for Admins and Learning Content Creators

Duration
60 minutes

Delivery Type
Online

Description
Effortlessly transition from Gmail to Outlook with our comprehensive course. Learn to access Outlook via desktop or browser, master email basics, manage appointments, create folders, and optimise inbox management. By course end, confidently navigate Outlook and streamline your email and calendar.

Objectives
- Access Outlook in the desktop app or online from your browser
- Understand email basics in Outlook
- Use your calendar to manage appointments and events
- Create email folders in your inbox
- Create rules to manage your Inbox more effectively
- Use flags and categories to organise messages

OU201-1 Level 2 Intermediate

OUTLOOK MASTERY: STREAMLINE EMAIL AND CALENDAR EFFICIENCY

Duration
60 minutes

Delivery Type
Online

Description
Master Microsoft Outlook tools to streamline email and calendar efficiency. Learn to manage emails with Rules, Quick Steps, and Conditional Formatting. Organise using Categories and Pins. Boost productivity and save time.

Objectives
- Manage email with Rules & Quick steps
- Use Conditional Formatting to highlight important emails
- Manage Shared Calendars

OU201-2 Level 2 Intermediate

TIME MANAGEMENT WITH OUTLOOK

Duration
60 minutes

Delivery Type
Online

Description
Enhance time management skills using Microsoft Outlook. Learn to schedule focused work time with the Focus Time feature and enable others to book meetings with the Book Time with Me feature. Explore integration with Microsoft 365 apps like To Do and Share to Teams for efficient task management and collaboration.

Objectives
- Get important things done using Focus Time
- Use Book with me to avoid calendar clashes
- Integration with M365 apps (To do, Share to Teams)

POWER AUTOMATE COURSES.

PAU201-1 Level 3 Advanced

SAVE TIME AND AUTOMATE DATA COLLECTION WITH MICROSOFT FORMS

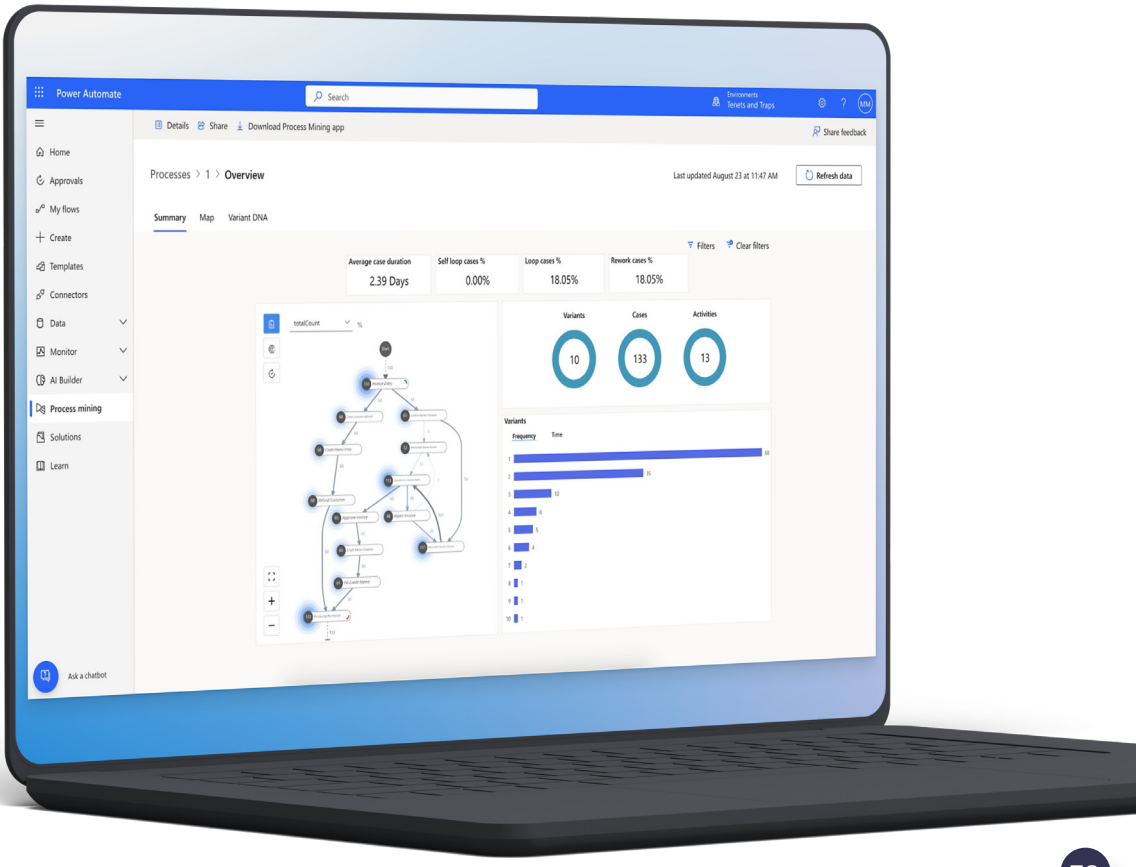
Duration
60 minutes

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 the Power Automate interface and learn key terminology
- Create flows with existing templates
- Use connectors in template flows to post responses to SharePoint
- Test flows for smooth operation
- Add connectors and share flows, forms, and Share-Point lists with colleagues



PBI101-1 Level 1 Foundation

GETTING STARTED WITH POWER BI DESKTOP

Duration
60 minutes

Delivery Type
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

PAU201-2 Level 3 Advanced

CREATE COST-EFFECTIVE WORKFLOWS AND APPROVALS WITH POWER AUTOMATE

Course
Workflows and Approvals using Power Automate

Duration
60 minutes

Delivery Type
Online

Description
In this course you will use Power Automates 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

PO101-1 Level 1 Foundation

CREATE A FUNCTIONING AND ATTRACTIVE POWER APP IN UNDER AN HOUR

Course
Create your First 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. In this course learn the basics of Power Apps, the other M365 Apps needed to create an app, and how to do it.

Objectives
- What is a Power App?
- 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

PL101-1 Level 1 Foundation

WORK COLLABORATIVELY ON YOUR PROJECTS WITH MICROSOFT PLANNER

Course
Use Planner to Share Tasks with Colleagues

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 in Teams or M365 online
- Create buckets and tasks to manage tasks
- Assign tasks to colleagues
- View project plan progress

POWERPOINT COURSES.

PP101-1 Level 1 Foundation

CREATE IMPRESSIVE PRESENTATIONS IN POWERPOINT

Course
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 present content
- Use slide show tools to stage your presentation

PP101-2 Level 1 Foundation

BOOST YOUR PRESENTATION ENGAGEMENT WITH POWERPOINT GRAPHICS

Course
Working with Graphics in PowerPoint

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

DIVERSIFY YOUR POWERPOINT CONTENT WITH VIDEO AND AUDIO

Course
Create Rich Media Presentations

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

CONSISTENCY IS KEY, AND EASILY ACHIEVABLE WITH SLIDE MASTERS IN POWERPOINT

Course
Create your Brand with Slide Masters

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

ORGANISE, PREPARE, THEN PRACTICE WITH REHEARSE FUNCTIONS IN POWERPOINT

Course
Plan and Prepare to Present 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

MAKE DATA BEAUTIFUL WITH POWERPOINTS DATA PRESENTATION TOOLS

Course
Impress Your Audience with Data Presentation

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

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

BRING YOUR PRESENTATIONS TO LIFE WITH ANIMATIONS IN POWERPOINT

Course
Bring Your Presentations to Life with Animations

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

MICROSOFT PROJECT COURSES.

PR101-1 Level 1 Foundation

SET YOURSELF UP FOR DELIVERY SUCCESS WITH MICROSOFT PROJECT

Course
Getting Started 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
- Add tasks to a project
- Create resources (the people and things that do the work)
- Assign resources to tasks to create a schedule

PR101-2 Level 1 Foundation

TRAILBLAZE NEW WAYS OF WORKING BY MANAGING TASKS IN PROJECT

Course
Managing Tasks in Microsoft 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
- Create tasks in a project
- Understand duration versus work in a project
- Create task dependencies to build a project path
- Understand and create task constraints

PR101-3 Level 1 Foundation

CREATE A DYNAMIC RESOURCING MODEL FOR YOUR NEXT BIG PROJECT

Course
Managing the People and Resources that Work on Your 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

MANAGE YOUR TASKS FROM ANY DEVICE, ANYWHERE WITH MICROSOFT PROJECT ONLINE

Course
Using Project for the Web to Manage Tasks

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
- Describe the basics of Project for the Web and its interface
- Create a new project and add tasks to it
- Assign resources to tasks and set task dependencies
- Use the timeline and board views to visualize and manage project progress
- Collaborate with team members using Project for the Web
- Integrate Project for the Web with other M365 tools such as Teams and Planner

PR101-5 Level 1 Foundation

MANAGE MULTIPLE TASKS AND RESOURCES SIMULTANEOUSLY WITH MICROSOFT PROJECT

Course
Viewing and Organising Projects

Duration
60 minutes

Delivery Type
Online

Description
Unlock efficient project management with Microsoft Project. Learn to Utilise built-in tools for sorting, filtering, and custom views. Enhance Organisation and productivity by seeing your project from various angles. Master the art of managing tasks and deadlines seamlessly.

Objectives
- Use 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

PURSUE PERFECTION WITH MICROSOFT PROJECTS IMPLEMENTATION AND TRACKING FEATURES

Course
Project Implementation and Tracking

Duration
60 minutes

Delivery Type
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

WORK IN A WAY THAT SUITS YOU WITH MICROSOFT PROJECT ONLINE

Course
Using Project Online to Manage Projects

Duration
60 minutes

Delivery Type
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 welcomes 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

CREATE VISUALLY APPEALING AND DYNAMIC DATA WITH MICROSOFT PROJECT REPORTS

Course
Visualise your Project Data with Reports

Duration
60 minutes

Delivery Type
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 Projects' built-in reporting tools.

Objectives
- Create Visual reports using Visio and Excel
- Use Project's built-in reports
- Create custom reports
- Export project data

PR301-1 Level 3 Advanced

EFFICIENT PROJECT MANAGEMENT WITH MICROSOFT PROJECT

Course
Master Projects and Sharing Project Information

Duration
60 minutes

Delivery Type
Online

Description
Master the art of managing multiple projects with ease using master projects. Learn how to effectively tackle multiple project files, create resource pools, and streamline resource management across various projects. Elevate your project management skills

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

PR301-2 Level 3 Advanced

DELEGATE TASKS TO THE RIGHT PERSON FOR SUCCESSFUL OUTCOMES WITH MICROSOFT PROJECT

Course
Project Scheduling and Resource Allocation

Duration
60 minutes

Delivery Type
Online

Description
Learn how to explore, manage, and analyse resource allocation in Microsoft Project. Set manual and automatic levelling 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 overallocation
- Use the Team Planner to assign resources

PUBLISHER COURSES.

PU101-1 Level 1 Foundation

GET BETTER REACH BY ENGAGING YOUR TARGET AUDIENCE EASILY IN MICROSOFT PUBLISHER

Course
Create Newsletters in Publisher

Duration
60 minutes

Delivery Type
Online

Description
Creating engaging content will help ensure your 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 and with the right look and feel you need.

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

CREATE A COMPREHENSIVE AND ARTISTIC PUBLICATION WITH MICROSOFT PUBLISHER

Course
Creating publications using 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

ELEVATE YOUR PUBLICATIONS WITH RICH GRAPHICS IN PUBLISHER

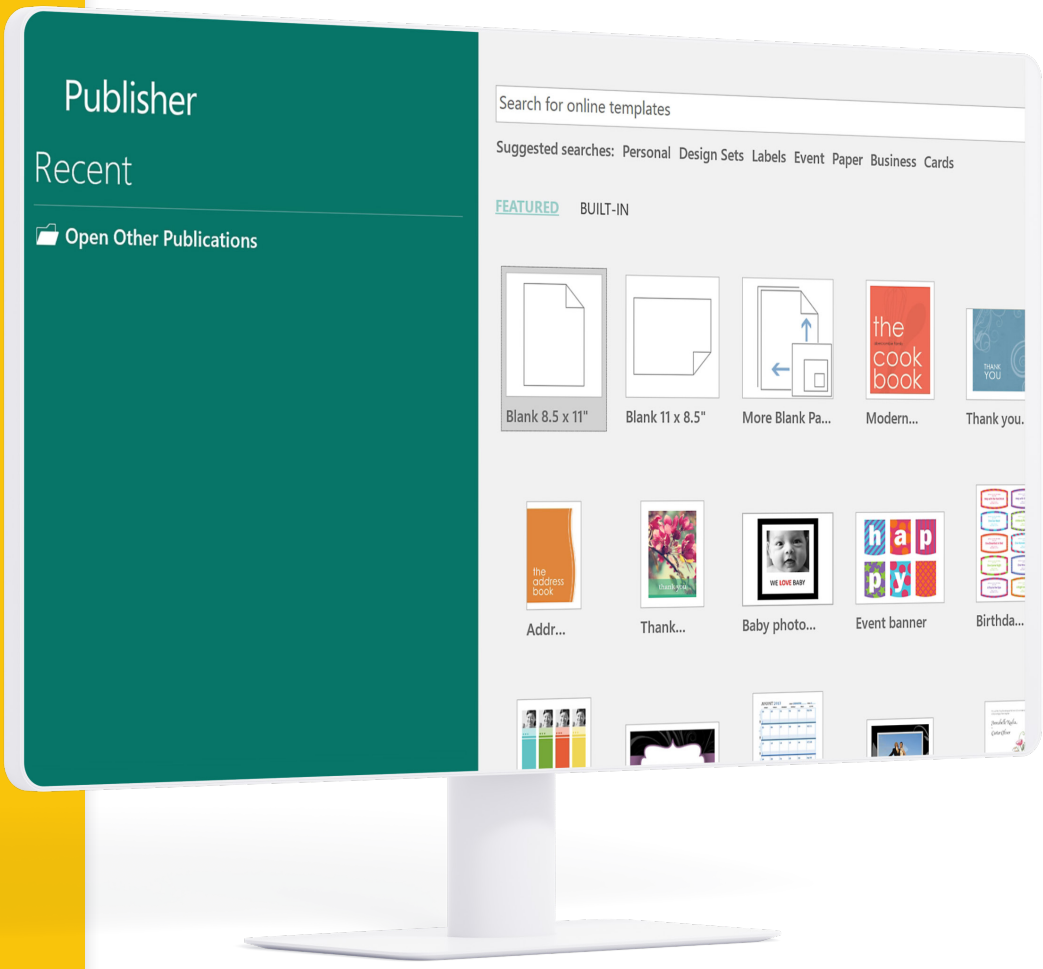
Course
Enhance your Publications with Rich Graphics

Duration
60 minutes

Delivery Type
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



SECURITY COURSES.

SEC101-1 Level 1 Foundation

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

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
- 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 2 Intermediate

EMPOWERING YOU AND YOUR ORGANISATION AGAINST MODERN CYBER THREATS

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

SHAREPOINT COURSES.

SH101-1 Level 1 Foundation

GETTING TO KNOW SHAREPOINT TO CEMENT STRONG FOUNDATIONS

Course
Getting to Know SharePoint

Duration
60 minutes

Delivery Type
Online

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.

Objectives
- Understanding Teams and SharePoint Relationship:
- Navigating SharePoint Team Sites
- Mastering SharePoint Document Libraries
- Exploring SharePoint Lists
- Configuring Permissions and Document Sharing

SH201-1 Level 2 Intermediate

POSITIVELY IMPACT YOUR NEWS ENGAGEMENT WITH SHAREPOINT COMMUNICATIONS SITES

Course
Creating SharePoint Communications Sites

Duration
60 minutes

Delivery Type
Online

Description
Learn to create engaging sites for sharing news and events. Boost audience excitement and enhance engagement levels using SharePoint's communication tools.

Objectives
- Navigate around a SharePoint site
- Create and format pages
- Create and edit webparts
- Plan navigation & use webparts to link things together
- Create and populate a news or events web part
- Show live data in a site (RSS feed, embed a Google map, Viva Engage)

SH201-2 Level 2 Intermediate

ORGANISE INFORMATION & COLLABORATE WITH SHAREPOINT TEAM SITES

Course
Building SharePoint Team Sites

Duration
60 minutes

Delivery Type
Online

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

Objectives
- Describe how Teams & SharePoint team sites are related
- Create a SharePoint team site
- Create a list or library
- Create pages using sections & webparts
- Plan navigation & use webparts to link things together

SH201-3 Level 2 Intermediate

ALLOW YOUR AUDIENCE TO ENGAGE AND REACT WITH SHAREPOINT SITES

Course
Embedding Rich Media and Interactive Content in SharePoint

Duration
60 minutes

Delivery Type
Online

Description
Capture your audience with a visually dynamic SharePoint site that stands out for the right reasons. In this course we will teach you how to add content from Sway, Forms and Stream to your SharePoint site.

Objectives
- Embed Sway content in SharePoint
- Add videos using Stream
- Create embedded forms in sites

SH301-1 Level 3 Advanced

SHAREPOINT HUB SITES FOR SITE OWNERS AND ADMINS: ENHANCED NAVIGATION & SEARCH

Course
Connect and Organise Your Sites with SharePoint Hub Site

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
- Understanding SharePoint Hub Sites
- Customising Navigation and Mega Menus
- Adding Web Parts
- Managing Hub Site Permissions
- Associating Sites with a Hub Site

SH301-4 Level 3 Advanced

SETTING UP & MANAGING SHAREPOINT PERMISSIONS

Duration
60 minutes

Delivery Type
Online

Description
Master SharePoint site management, focusing on permissions and security. Learn about roles, permission planning, inheritance, best practices, and identifying incorrect permissions. Equip participants to effectively manage SharePoint permissions for enhanced site security.

Objectives
- Understanding SharePoint Roles and Permissions
- Effective Permission Planning and Management
- Granting Permissions Using AD or M365 Groups
- SharePoint Inheritance and Its Impact
- Mitigating Security Risks and Reporting Incorrect Permissions

STREAM COURSES.

ST101-2 Level 1 Foundation

MANAGE AND SHARE VIDEOS WITH STREAM ON SHAREPOINT

Course
Manage and share videos with Stream (on SharePoint)

Duration
60 minutes

Delivery Type
Online

Description
Microsoft Stream is a secure video-sharing tool for team collaboration. This course covers starting with Microsoft Stream on SharePoint, including video uploading, sharing, permission management, and using the platform to enhance organisational communication.

Objectives
- Streamline collaboration with easy video creation and playlist management in Stream
- Efficiently upload, organise, and manage video content
- Control access by setting individual and group permissions
- Embed videos in SharePoint for easy team access.
- Enhance videos with subtitles or chapters for better engagement

SWAY COURSES.

SW101-1 Level 1 Foundation

SHOWCASE YOUR CREATIVITY EFFORTLESSLY WITH MICROSOFT SWAY

Course
Use Sway to Create Rich Web Content

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

TO DO COURSES.

TD101-1 Level 1 Foundation

MASTERING PERSONAL PRODUCTIVITY WITH TO DO

Course
Mastering Personal Productivity with To Do

Duration
60 minutes

Delivery Type
Online

Description
This course will teach you how to use Microsoft To Do to manage your tasks and increase your productivity. You will learn how to create and manage tasks, organise them into lists, set reminders and due dates, collaborate with others, and integrate with other Microsoft apps.

Objectives
- Navigate the To Do interface
- Manage your individual tasks and build “Your Day”
- Review your To Do settings to customize your experience
- Manage your time by setting steps, due dates, and reminders for your tasks
- Organise and share task lists with others

TEAMS COURSES.

TE101-1 Level 1 Foundation

MEET SMARTLY AND COMMUNICATE SUCCESSFULLY WITH TEAMS

Course
Communicate Effectively in Teams

Duration
60 minutes

Delivery Type
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

HOLD AN EFFECTIVE AND MEANINGFUL MEETING IN TEAMS

Course
Hold an Effective Meeting in Teams

Duration
60 minutes

Delivery Type
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
- Understand and use Teams meeting roles
- Describe the features of the different Teams meeting templates & when to use them
- Customise your meeting settings
- Use screen sharing features effectively
- Set up a webinar with a customised registration form

TE101-4 Level 1 Foundation

WORKING IN A WAY THAT SUITS YOU HAS NEVER BEEN EASIER WITH TEAMS MOBILE

Course
Teams for Mobile/Remote Workers

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

TE201-1 Level 2 Intermediate

FILE MANAGEMENT AND COLLABORATION IN TEAMS

Course
Manage Files and Collaborate in 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
- Share files in private chats and meetings
- Save a document to Teams
- Share and collaborate on documents in Teams
- Understand co-authoring and working from a single source of truth
- Find files that have been shared in private chats, channels and meetings
- Collaborate with colleagues through co-authoring files at the same
- Describe the pros & cons of ‘sync Teams files to OneDrive’ vs ‘add a shortcut to OneDrive’

TE201-2 Level 2 Intermediate

EFFECTIVE COLLABORATION WITH OUTLOOK AND TEAMS

Course
Spend Less Time in Your Inbox with Teams

Duration
60 minutes

Delivery Type
Online

Description
Communicating in Teams allows you to crowd-source information quicky 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 and sharing files together, so you can start your day out of your inbox and in Teams.

Objectives
- Understand how to seamlessly connect Outlook and Teams for efficient communication
- Learn how to share emails directly within Teams for streamlined collaboration
- Master the art of scheduling Teams meetings directly from Outlook
- Utilise Microsoft To Do to manage your Outlook tasks effectively
- Explore using the Loop component during Teams meetings to collect and share notes

TE201-3 Level 2 Intermediate

DIAL INTO SUCCESS: AN INTRODUCTION TO TEAMS CALLING

Course
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
- Learn how to change default microphone or speaker settings and set up a secondary ringer
- Understand how to make Teams calls to internal colleagues and external phone numbers, as well as escalate chats to voice calls
- Explore ways to look up people within your Organisation, add them to calls, and manage call history
- Adjust voicemail settings and check voicemail messages efficiently
- Discover how to view or add contacts effectively

TE201-4 Level 1 Foundation

MASTERING ADVANCED TEAMS MEETING OPTIONS

Course
Manage Files and Collaborate in Teams

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

TE201-5 Level 2 Intermediate

TOP TIPS FOR RUNNING TRAINING SESSIONS ON TEAMS SEAMLESSLY

Course
Teams Meetings for Trainers/Educators

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 sides, 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
- Understand the different roles (Organiser, presenter, participant) and their responsibilities during Teams meetings
- Explore the various features of Teams meetings, including webinars, Town Halls, and virtual appointments
- Learn how to manage meeting settings for different scenarios, such as training sessions and varying group sizes
- Enable participants to join meetings via phone dial-in for accessibility
- Discover how to record meetings, share content, annotate slides, use polls, breakout rooms, whiteboards, and collaborate using the Loop component in meeting chats

TE201-7 Level 2 Intermediate

INCREASE YOUR PRODUCTIVITY AND IMPROVE COMMUNICATIONS IN TEAMS

Course
Working Smarter 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
- Learn how to pin apps to Teams and add them to channel tabs for easy access
- Understand how to manage team and channel settings efficiently
- Explore how to pin teams, chats, and conversations for quick navigation
- Master the art of managing Teams notification settings to stay informed without distractions.
- Discover how to use @Mentions, create and Utilise Teams Tags, and collaborate effectively using Loop components in chats or channels

TE201-9 Level 2 Intermediate

TEAMS FOR TEAM OWNERS

Course
Manage Files and Collaborate in Teams

Duration
60 minutes

Delivery Type
Online

Description
As a Team owner, you bear the responsibility of ensuring your Team's success. This course covers Team creation, best practices, settings management, channel addition, and understanding Team owner duties. Learn to create and manage Teams tags for efficient direct messaging.

Objectives
- Learn how to create a Team
- Understand effective Team creation techniques
- Explore Team settings management
- Discover how to add channels
- Describe different channel types and their optimal use

TE301-1 Level 3 Advanced

CREATE AND DELIVER A MULTI-PRESENTER WEBINAR

Course
Create and Deliver a Multi-Presenter Webinar

Duration
60 minutes

Delivery Type
Online

Description
Learn to create engaging multi-presenter webinars using Microsoft Teams. Spotlight speakers, share screens, and manage meeting options for participant interaction.

Objectives
- Learn to create Teams webinars and add internal or external presenters
- Create an attendee registration form and adjust meeting options for participant interaction
- Deliver sessions seamlessly from within PowerPoint, accessing your notes privately
- Highlight single or multiple speakers for enhanced engagement
- Download reports and publish webinar recordings for attendees

TE301-2 Level 3 Advanced

BRING THE EXCITEMENT AND ENGAGE YOUR AUDIENCE WITH TOWN HALLS

Course
Produce a Live Event in Teams

Duration
60 minutes

Delivery Type
Online

Description
This course will take you through the process of planning, organizing, and marketing a Town Hall. You will learn how to run a Town Hall as a producer and how to support presenters through rehearsal and delivery.

Objectives
- Set up a Town Hall with co-organisers and both internal and external presenters
- Adjust meeting settings to optimise attendee experiences
- Distribute attendee links and use the virtual Green Room for presenter prep
- Manage on-screen content and presenters during the meeting
- Handle Q&A, publish recordings, and review meeting analytics post-event

TE301-3 Level 3 Advanced

TEAMS CALLING ADVANCED

Course
Teams Calling Advanced

Duration
60 minutes

Delivery Type
Online

Description
This course teaches advanced features for managing calls in Microsoft Teams. Participants will learn to set up calling options, manage call forwarding and delegation, merge calls, manage blocked numbers, and create and manage call groups. By the end of the course, participants will have the skills to effectively use advanced calling features in Teams.

Objectives
- Create a Town Hall, including additional co-organisers and internal/external presenters.
- Configure settings to enhance the attendee experience.
- Distribute the attendee link to relevant participants.
- Utilise the virtual Green Room for presenter assembly and audio/video checks.
- Control content and presenter visibility during the meeting.

VIVA COURSES.

VIVA101-2 Level 1 Foundation

BRING TOGETHER ALL YOUR NEWS, LEARNING AND RESOURCES WITH MICROSOFT VIVA

Course
Introducing Viva

Duration
60 minutes

Delivery Type
Online

Description
Microsoft Viva, an integrated employee experience platform, combines communications, knowledge, learning resources, and insights within Microsoft 365 and Teams. Empower your workforce by exploring each Viva application.

Objectives
- Understand the core functions of Viva Suite apps.
- Connect and unite using Viva Connections.
- Grow and develop through Viva Learning.
- Enhance productivity and wellbeing with Viva Insights.
- Discover valuable information using Viva Topics.

VIVA201-1 Level 2 Intermediate

PERSONALISE YOUR INTRANET WITH VIVA CONNECTIONS

Course
Design your Intranet with Viva Connections

Duration
60 minutes

Delivery Type
Online

Description
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

VIVA301-1 Level 3 Advanced

STAY CONNECTED AND UNITE YOUR WORKFORCE USING VIVA CONNECTIONS

Course
Configure Viva connections from the M365 Admin Centre

Duration
60 minutes

Delivery Type
Online

Description
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 in the Admin Centre
- Design your sites global navigation
- Create customized dashboards
- Add webparts to increase functionality
- Configure the Connections Feed

WINDOWS COURSES.

WI101-1 Level 1 Foundation

INCREASE YOUR TECHNOLOGY PROFICIENCY AND MANAGE FILES IN WINDOWS

Course
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

WORD COURSES.

WO101-1 Level 1 Foundation

USE FORMATTING TO CREATE VISUALLY APPEALING AND PROFESSIONAL LOOKING DOCUMENTS

Course
Using Formatting to Create Professional Word 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 appeasing. 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

SET STRONG FOUNDATIONS FOR NEW WAYS OF WORKING BY UNDERSTANDING MICROSOFT WORD ONLINE

Course
Getting Started with 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

LEARN HOW TO KEEP YOUR CONTENT AND DATA TOGETHER IN WORD

Course
Managing Lists and Tables

Duration
60 minutes

Delivery Type
Online

Description
Excel isn't the only place to make great tables. 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 text to a table

WO101-4 Level 1 Foundation

MASTERING WORD: PERFECT DOCUMENTS MADE EASY

Course
Publishing a Document

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

SET STRONG FOUNDATIONS WHEN CREATING WORD DOCUMENTS FROM SCRATCH

Course
Creating Word Documents

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 PERFECT: EFFICIENT EDITING SKILLS AND SHORTCUTS

Course
Working 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

PERFECT DOCUMENT LAYOUTS IN WORD: CONSISTENCY AND READABILITY

Course
Controlling Page Layout in 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

WO201-3 Level 2 Intermediate

CREATE DYNAMIC DOCUMENTS AND MAKE REPETITIVE PROCESSES EASIER WITH MAIL MERGE

Course
Create Dynamic Documents 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

SHOWCASE YOUR DATA IN A VISUALLY DYNAMIC WAY WITH MICROSOFT WORD

Course
Visualise and analyse data in Word

Duration
60 minutes

Delivery Type
Online

Description
In this course learn how to add data visualisations and analyse data in a Word document, as well as 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

CREATE CONSISTENT AND EFFICIENT DOCUMENTS USING TEMPLATES AND BUILDING BLOCKS

Course
Create Consistent and Efficient Documents Using Templates and Building Blocks

Duration
60 minutes

Delivery Type
Online

Description
In this course we will show you how to use building blocks in Microsoft word to create consistent style and layouts in your documents through the use of templates or building your own from scratch.

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

WO201-6 Level 2 Intermediate

ELEVATE YOUR WORK WITH MICROSOFT WORD

Course
Working with Graphics in Word

Duration
60 minutes

Delivery Type
Online

Description
Adding imagery to your work can give it a whole new dimension and engage your audience in a new way. In this course learn how to add and format graphic objects such as images and diagrams as well as how to insert shapes, pictures, and SmartArt diagrams.

Objectives
- Symbols & Special Characters: Master their use in Word documents.
- SmartArt Diagrams: Create and enhance visual representations.
- Data Visualisation: Format charts effectively.
- Image Handling: Insert, format, and Utilise pictures.
- Shape Mastery: Create, format, and work with shapes.

WO301-1 Level 3 Advanced

WORD MACROS: EFFICIENT PROCESS AUTOMATION

Course
Automate with Recorded Macros

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

EDIT IN REAL TIME, ON THE SAME VERSION FOR A SINGLE SOURCE OF TRUTH IN MICROSOFT WORD

Course
Collaborating on Documents

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

EVIDENCE-LINKED DOCUMENTS: WORD MASTERY SIMPLIFIED

Course
Document References and links

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 incorporate them into tables
- Utilise bookmarks for document locations and easy navigation within your document
- Edit and effectively use hyperlinks
- Footnotes, Endnotes & Citations: Manage footnotes, endnotes, and explore citation options

WO301-4 Level 3 Advanced

WORD EFFICIENCY: MASTERING LONG DOCUMENTS

Course
Working with Long Documents

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

SAFELY SECURE YOUR WORK WITH MICROSOFT WORD

Course
Securing a Document

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

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