



# PowerData Group



# MICROSOFT











# TRAINING COURSES

# Courses

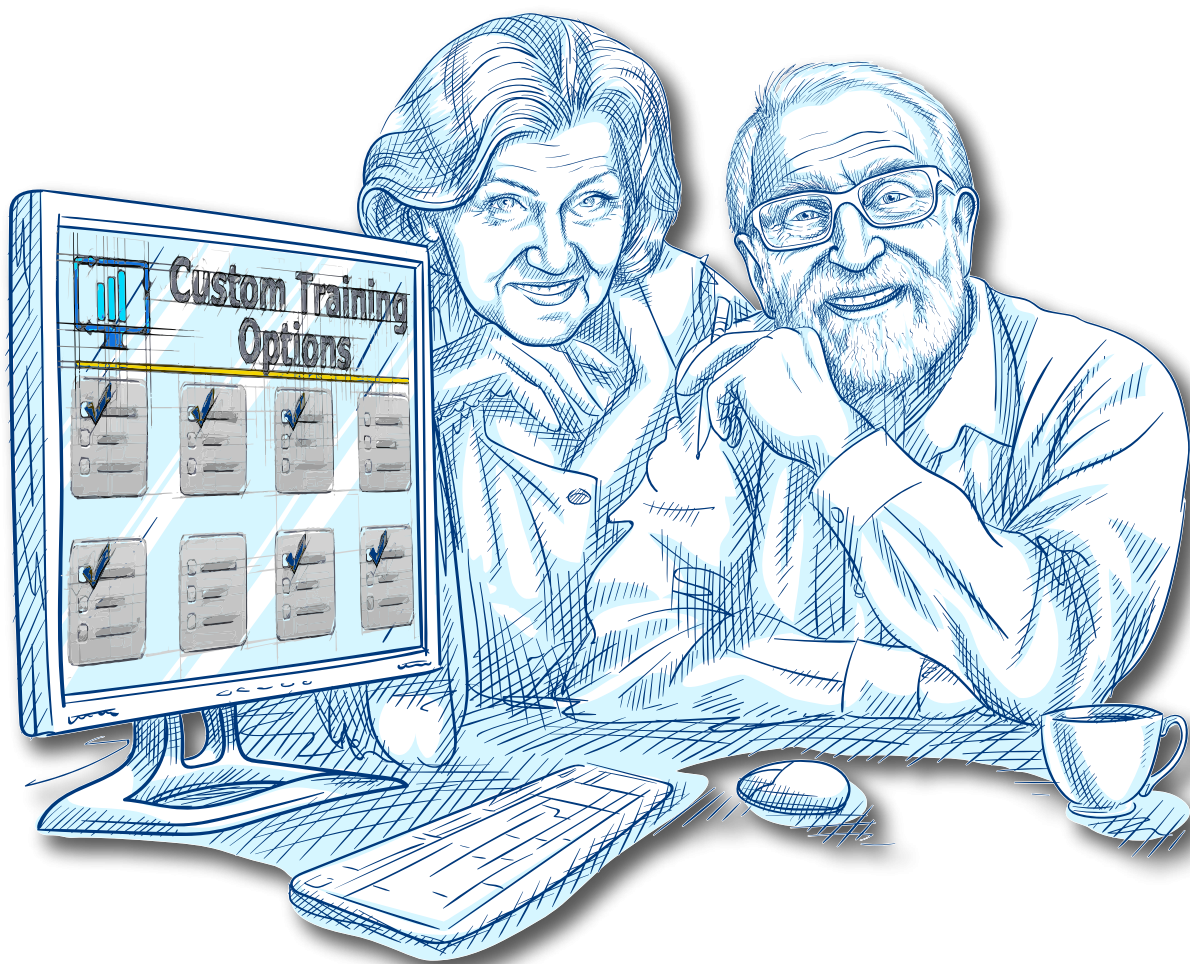
Our goal is to make sure your course meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the course. We may change the order of topics to best suit the groups needs. Our courses and training manuals can be customised to your requirements at no extra cost.

Microsoft



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**Note:** If the application you need is not on our list, please contact us. We cover a large variety of applications so we can probably still help you. If not, we can put you in touch with someone who can.



## Do you need Training for a Group ?

Any of our Training Courses can be tailored to the unique requirements of your team.

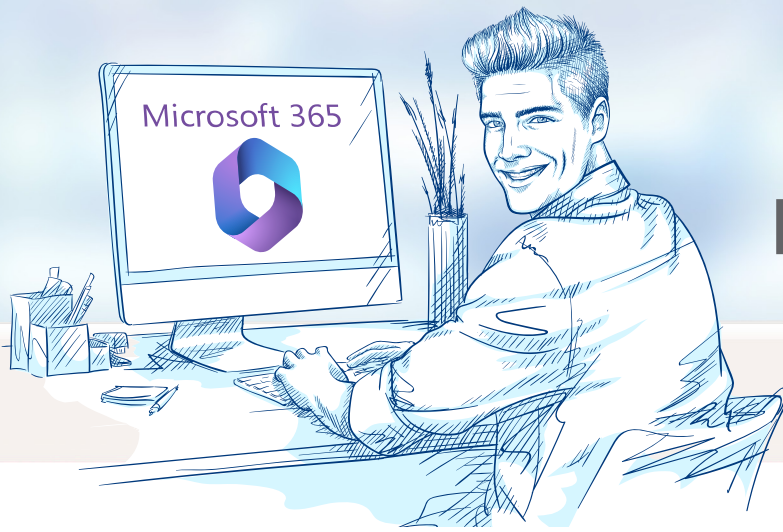
Our Off the Shelf courses are modularised with this option in mind, which means that you could mix and match from a selection of existing topics, or we can work with you to develop something specific to your organisation.

Either way, we are here for advice on the best way to structure your customised training course.

To help you with your customised training option, you can choose from our extensive list of course topics.

We can then help you to assign the appropriate amount of content based on your training timeframe, and the best order of topics to ensure your training flows well.

Our aim is to help every participant gain valuable knowledge and skills.



# Microsoft 365 Productivity Tools

Participants on this Microsoft 365 Productivity Tools 1 day course will be introduced to the collaborative features and the fundamental elements of Microsoft 365, including SharePoint, OneDrive, Microsoft Teams and Planner.

The course assumes no prior knowledge of Microsoft 365 Applications, however, people with limited exposure to the software and those who are currently working with documents created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Introduction to SharePoint

- What is SharePoint
- What are Libraries
- Accessing a SharePoint Sites
- The SharePoint Interface

### SharePoint Permissions

- Default Permission Groups
- Understanding Inheritance
- Site Permissions

### SharePoint Libraries

- Library Overview
- Sorting and Filtering Libraries
- Changing and Viewing Libraries

### Working with Documents

- Documents Overview
- Opening Library Documents
- Emailing a Link
- Deleting Files
- Document Versions
- View or Restore an Earlier Version

### Introduction to OneDrive

- Add Files from Your Computer
- Add Files using the OneDrive Website
- Creating, Editing, and Sharing Documents
- Collaboration with Co-Authoring

### Microsoft Teams

- Create a Team
- Managing a Team
- Create a Channel
- Working on documents together
- Scheduling and setting up a meeting
- Starting a meeting
- Recording a meeting
- Use Meeting Notes
- Sharing Content including screens

### Microsoft Planner

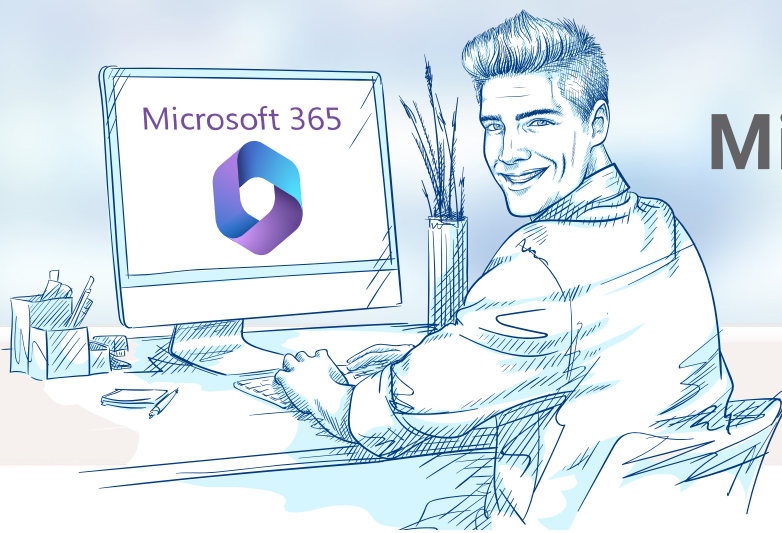
- Understanding the Task Board
- Creating a Plan
- Adding Tasks
- Assigning Tasks
- Charting Progress
- Adding Plans to Teams

“ *Instructor was fantastic - good mix of presenting and allowing the group to undertake practical tasks.*

*Right amount of questions of the group balanced nicely with the general presentation.*

D. Matthews





# Microsoft Office 365 Workshop

Participants on this 1 day Microsoft Office 365 workshop will compare the Desktop and Online versions of key applications including Excel, Word, PowerPoint and Outlook, then save files in OneDrive.

Office 365 for Business offers a wide range of applications to improve collaboration and communication in your organisation.

This course provides a comprehensive look at the 365 suite, while delving deeper into Microsoft Forms, Whiteboard, Lists, and ToDo applications.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### What is Office 365?

- Overview of the 365 Portal
- Navigating the Portal
- Desktop vs. Web Applications
- Desktop vs Web – What's the Difference?
- Differences Between Desktop & Web
- When to Use Different Versions

- The Order of Operations
- Functions VS Formulas
- The Function Wizard

### PowerPoint Orientation

- The PowerPoint Window
- Creating a Presentation
- Formatting Slides

### Word Orientation

- Exploring the Word Screen
- Using Help
- Opening and Closing Documents
- Creating Documents
- Selecting Text
- Smart Tags
- Formatting Documents
- Mini Toolbar
- Paragraph Formatting

### Outlook Orientation

- Outlook Essentials
- Mail View
- Calendar View

### OneDrive

- What is OneDrive?
- Add Files from Your Computer
- Add Files using the OneDrive Website
- Creating, Editing, and Sharing Office Documents
- Collaboration with Co-Authoring

### Excel Orientation

- Exploring the Excel Screen
- What Can You Do With Excel?
- Using Formulas

### Microsoft Forms

- About Microsoft Forms
- The Forms Interface
- Question Types
- Question Settings
- Previewing Forms
- Viewing Form Responses

### Microsoft Whiteboard

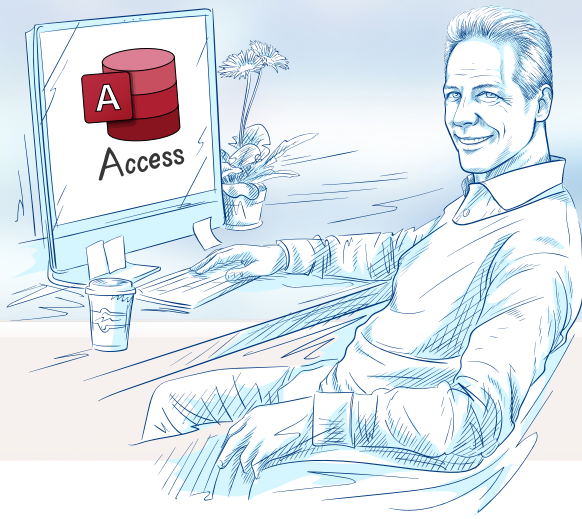
- About Microsoft Whiteboard
- The Whiteboard Interface
- Whiteboard Tools
- Navigating your Whiteboard

### Microsoft Lists

- About Microsoft Lists
- Overview of List Types
- Creating New Lists

### What are these Apps?

- Delve
- Planner
- Power Automate
- Stream
- Sway



# Microsoft Access Introduction

Participants on this Microsoft Access Introduction 2 day course will gain an understanding of the fundamental principles of Access, including relational database design principles, navigating Access and creating Tables, Forms, Queries and Reports. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Access, however, people with limited exposure to the software or if you are using databases built by others you will also benefit from this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Two Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Access Orientation

- Exploring the Access Interface
- Understanding Database Design
- Planning a Database

### Setting up Tables and Entering Data

- Creating Tables
- Setting up Fields
- Saving Tables

### Importing and Linking Data

- Importing from Access
- Importing from other Sources

### Working with Tables

- Copying Tables
- Appending Data

### Relationships

- Understanding Relationships
- Setting up Table Relationships
- Modifying Relationships

### Forms

- Understanding Forms
- Building Forms with the Wizard
- Types of Forms

### Queries

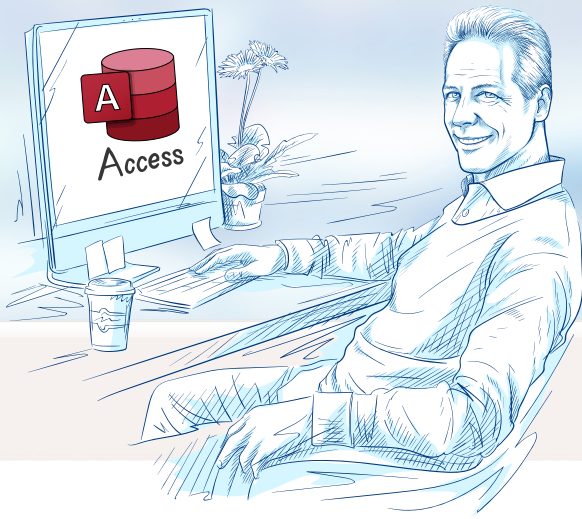
- Setting up Queries
- Single Table Queries
- Multi Table Queries
- Query Properties

### Reports

- Creating Reports
- Modifying Reports

### Options

- Setting Database Startup Options



# Microsoft Access Advanced

Participants on this Microsoft Access Advanced 2 day course will build on their existing knowledge and skills using Access. You will review database design principles and Relationships, before moving on to advanced tools such as Parameter Queries and Custom Forms and Reports.

The course assumes you have a solid working knowledge of Access, those needing to extend their database skills will benefit from this course.

## Course Details

Skill Level:	<b>Intermediate/Advanced</b>
Duration:	<b>Two Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Review of Relationships

- Exploring Database Relationships

### Parameter Queries

- Setting up Flexible Queries
- Modifying Parameter Queries

### Using Query by Form

- Designing a Query by Form
- Setting up the Form Properties

### Setting up Action Queries

- Understanding Action Queries
- Designing Action Queries
- Delete Queries
- Update Queries
- Make Table Queries
- Append Queries

### Customising Reports

- Creating Custom Fields
- Report Layout Options

### Customising Forms

- Building Custom Forms
- Adding Form Fields
- Adding Controls to a Form

### Using Expressions in Forms

- Working with Expressions
- Using Calculations

### Macros

- Building Macros
- Using the Macro Builder



# Microsoft Excel Introduction

Participants on this Microsoft Excel Introduction 1 day course will gain an understanding of the fundamental principles of Excel, including creating and navigating workbooks, using simple formulas, before moving on to formatting workbooks for presentation and printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Excel Introduction, however, people with limited exposure to the software and those who are currently entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Excel Orientation

- Exploring the Excel Interface
- Finding and using Commands
- Using the Quick Access Toolbar
- Navigating Workbooks

### Basic Workbook Techniques

- Overview - the different uses of Excel
- Creating New Workbooks
- Entering and Editing Data
- Selecting Data
- Opening, Saving and Closing Workbooks

### Using Formulas in Excel

- Formulas vs Functions - what's the difference?
- Creating Formulas
- Finding Functions
- Inserting Functions

### Managing Worksheets

- Naming Worksheets
- Adding New Worksheets
- Moving and Copying Worksheets
- Deleting Worksheets

### Formatting Efficiently

- Manual Formatting Options
- Using Cell Styles for Efficiency and Consistency

### Preparing to Print

- Page Setup
- Margins and Orientation
- Headers and Footers
- Scaling
- Previewing
- Printing





# Microsoft Excel Intermediate

Students on this Microsoft Excel Intermediate 1 day course will build on their existing knowledge to gain an understanding of Excel analysis using more complex functions and formulas. You will also learn a number of tips and shortcuts to help you save time in your daily Excel tasks.

This course is designed for participants who already have a good understanding of the fundamentals of Excel and wish to progress to the next level.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Cell Referencing

- Relative and Absolute References  
What's the difference?
- Relative References
- Absolute References
- Mixed References

### Linking and 3D Formulas

- Thinking in 3 Dimensions
- Working with Multiple Worksheets
- Building 3D Formulas
- Creating Linked Workbooks
- Updating Links

### Lists, Tables and Subtotals

- Sorting Lists
- Filtering Lists
- Lists vs Tables
- Working with Subtotals

### IF Functions

- Logical Functions
- Using True and False
- Using Comparison Operators

### Nested IF Functions

- Building Nested Functions

### Conditional Formatting

- About Conditional Formatting
- Applying Conditional Formatting
- Using Data Bars and Colour Scales
- Modifying Formatting Rules
- Finding and Clearing Formats

### Choose Function

- Using the Choose Function

### Lookup Functions

- Using Lookup Functions
- Lookup
- VLookup
- HLookup
- XLookup

### Index and Match Functions

- Using Index
- Using Match
- Using Index and Match Together



# Microsoft Excel 1-Day Advanced

On this 1 day Excel Advanced course, participants will add to their already extensive knowledge to gain an understanding of Excel's advanced features, including PivotTables and Data Consolidation, Protection, as well as Recording Macros.

This course is designed for participants who are already building more complex spreadsheets and wish to perform more detailed analysis as well as adding some automation to their workbook tasks.

## Course Details

Skill Level: **Advanced**

Duration: **One Day**

Time: **9:00am – 4:00pm (approx)**

Class Size: **10 students**

## Course Content

### Data Consolidation

- Linking to Source Data
- Consolidate by Position
- Consolidate by Category

### Recording Macros

- Preparing Excel for Recording
- Recording Macros
- Storing Macros
- Adding Comments
- Testing Macros

### Workbook Protection

- Types of Protection
- Protecting Worksheets
- Protecting Workbooks
- Protecting Files

### Creating PivotTables

- Building a PivotTable Shell
- Adding Fields
- Grouping Items
- Filtering
- Drilling Down
- Changing Layouts

### Absolute vs Relative Macros

- Absolute and Relative Recording
- Testing types of Recording
- Viewing and Editing Macros

### Building Templates

- Using Existing Templates
- Creating Templates
- Modifying Templates

### Advanced PivotTable Features

- Using Slicers
- Creating Calculated Fields
- GetPivotData Function
- Show Report Filter Pages



# Microsoft Excel 2-Day Advanced

On this 2 day Excel Advanced course, explore the advanced capabilities of Excel. Gain expertise in PivotTables, Data Consolidation, and Sheet Protection. Delve into the essentials of Recording Macros, understanding Arrays, and conducting What-If Analysis.

This course reveals a range of other powerful functions within Excel. If you're looking to elevate your analytical skills and incorporate automation into your Excel projects, this course is for you.

## Course Details

Skill Level:	<b>Advanced</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Data Consolidation

- Linking to Source Data
- Consolidate by Position
- Consolidate by Category

### Creating PivotTables

- Building a PivotTable Shell
- Adding Fields
- Grouping Items
- Filtering
- Drilling Down
- Changing Layouts

### Advanced PivotTable Features

- Using Slicers
- Creating Calculated Fields
- GetPivotData Function
- Show Report Filter Pages

### Recording Macros

- Preparing Excel for Recording
- Recording Macros
- Storing Macros
- Adding Comments
- Testing Macros

### Absolute vs Relative Macros

- Absolute and Relative Recording
- Testing types of Recording
- Viewing and Editing Macros

### Workbook Protection

- Types of Protection
- Protecting Worksheets
- Protecting Workbooks
- Protecting Files

### Building Templates

- Using Existing Templates
- Creating Templates
- Modifying Templates

### Working with Range Names

- Naming Ranges
- Navigating with Range Names
- Using Range Names in Formulas
- Modifying Range Names

### Preparing your Data

- Working with Raw Data
- Converting Lists to Tables

### Working with Arrays

- Creating Arrays
- Modifying Arrays
- Trend Functions
- Other Array Functions

### Using SumIF and CountIF

- Setting up SumIF Functions
- Creating CountIF Functions

### What If Analysis

- Goal Seek
- Data Tables
- Scenario Manager
- Solver

### Using IFError

- Uses for the IFError Function
- Applying the IFError Function

### Validating Data

- About Data Validation
- Setting up Validation Rules
- Input Messages
- Error Alerts

# Microsoft Excel Advanced Data Analysis



On this Excel Advanced - Data Analysis 1 day course, participants will add to their already extensive knowledge to gain an understanding of Excel's advanced features, including Arrays and What If Analysis, as well as other useful features.

This course is designed for participants who are already building more complex spreadsheets and wish to perform more detailed analysis as well as adding some automation to their workbook tasks.

## Course Details

Skill Level: **Advanced**

Duration: **One Day**

Time: **9:00am – 4:00pm (approx)**

Class Size: **10 students**

## Course Content

### Working with Range Names

- Naming Ranges
- Navigating with Range Names
- Using Range Names in Formulas
- Modifying Range Names

### Preparing your Data

- Working with Raw Data
- Converting Lists to Tables

### Working with Arrays

- Creating Arrays
- Modifying Arrays
- Trend Functions
- Other Array Functions

### Using SumIF and CountIF

- Setting up SumIF Functions
- Creating CountIF Functions

### What If Analysis

- Goal Seek
- Data Tables
- Scenario Manager
- Solver

### Using IFEError

- Uses for the IFEError Function
- Applying the IFEError Function

### Validating Data

- About Data Validation
- Setting up Validation Rules
- Input Messages
- Error Alerts





# Microsoft Excel

## Building Excel Dashboards

Participants on this Microsoft Excel – Building Excel Dashboards half day course will gain hands-on experience in the set up an Excel Dashboard to provide analysis, insights and alerts for your business. You will prepare a calculation spreadsheet based on raw data, then add an interface to visualise your data. This fast paced course means you won't need to be away from the office for a full day.

The course assumes you have a solid working knowledge of Excel, those who are working with spreadsheets created by others will also benefit from attending this course.

### Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **10 students**

## Course Content

### Dashboard Overview

- Exploring Excel Dashboards
- Dashboard Examples

### Preparing your Data

- Working with Raw Data
- Converting Lists to Tables

### Creating Summary Sheets

- Using SumIF and SumIFs
- Using CountIF and CountIFs
- Summarising Data
- Working with Dynamic Data

### Validating Data

- About Data Validation
- Setting up Validation Rules
- Input Messages
- Error Alerts

### Building the Dashboard

- Setting up a Visualisation
- Building Charts from Dynamic Data
- Setting up Validation
- Using Conditional Formatting
- Adding Sparklines



# Microsoft Excel Charting with Excel

Participants on this Microsoft Excel – Charting with Excel half day course will gain an insight into the fundamentals of Charting in Excel. You will be up and running with charts without having to be away from the office for a full day.

The course assumes you have a working knowledge of the fundamentals of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students**

## Course Content

### Creating Tables

- Formatting Data as a Table
- Using Tables

### Working with Charts

- Introduction to Charts
- Creating Charts
- Changing the Chart Location

### Chart Types

- Exploring Chart Types
- Setting up Charts
- Changing Chart Types
- Combination Charts

### Working with Chart Elements

- Adding and Removing Chart Elements
- Formatting Charts

### Adding Trendlines

- Adding Trendlines to Charts
- Formatting Trendlines



# Microsoft Excel PivotTables

Participants on this Microsoft Excel – Pivot Tables half day course will gain hands-on experience and insights into the fundamental aspects of Pivot Tables, including preparing your spreadsheet and working with various Pivot Table options, all without the need to be away from the office for a whole day.

The course assumes a working knowledge of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **10 students**

## Course Content

### Data Preparation

- Preparing Data
- Working with List Data
- Working with Tables

### Working with Text

- Cleaning up Text
- Converting Text to Columns
- Removing Duplicates
- Flash Fill
- Text Functions

### Creating PivotTables

- Building a PivotTable Shell
- Adding Fields
- Grouping Items
- Filtering
- Drilling Down
- Changing Layouts

### Advanced PivotTable Features

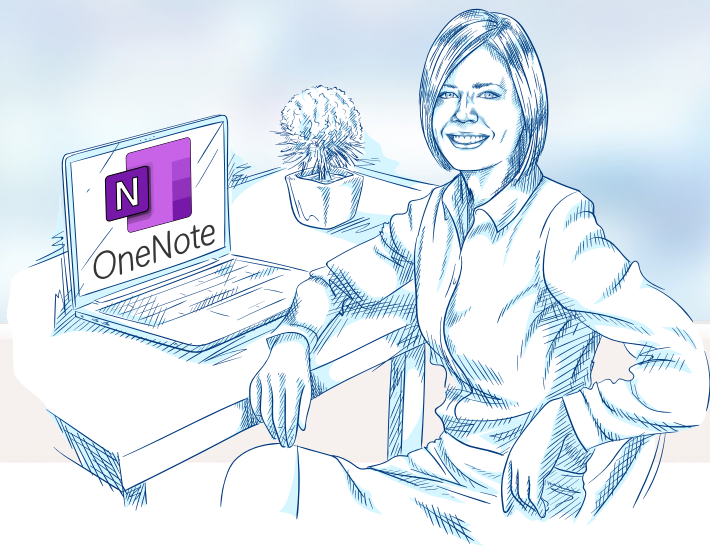
- Using Slicers
- Using PivotTable Options
- Creating Calculated Fields
- GetPivotData Function
- Show Report Filter Pages

### PivotCharts

- Preparing the PivotTable
- Creating a PivotChart
- Modifying PivotCharts

### Consolidating PivotTables

- Consolidating Worksheets
- Assigning Multiple Data Ranges to a Field Name
- Analysing the Consolidated Information



# Microsoft OneNote Introduction

Participants on this Microsoft OneNote Introduction half day course will gain an understanding of the fundamental principles of notetaking with OneNote, learning how to create and manage notebooks to store meeting notes, research and virtually any other business notes you need. Once your notebook is built you will explore the powerful search and organisation tools that OneNote offers.

The course assumes no prior knowledge of OneNote, however, people with limited exposure to the software and those who are self-taught or currently creating basic notebooks will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Half Day</b>
Class Size:	<b>10 students</b>

## Course Content

### OneNote Orientation

- The OneNote Interface
- Quick Access Toolbar
- The Ribbon
- Backstage View
- The Notebooks List

### Working with Linked Notes

- Using Linked Notes
- Starting Linked Notes
- Ending Linked Notes Session
- Viewing Linked Notes

### Searching Notebooks

- Searching for Notes
- Searching the Current Page
- Using Quick Search
- Filtering Search Results
- Text Recognition in Pictures

### Creating Notebooks

- Creating New Notebooks
- Creating Sections
- About Section Groups
- Creating Pages

### Using Quick Notes

- About Quick Notes
- Taking Quick Notes

### Sharing Notebooks

- About Shared Notebooks
- Starting a New Shared Notebook
- Setting Sharing Permissions
- Sharing an Existing Notebook

### Adding Content to OneNote

- Creating Text Notes
- Copying and Pasting Content
- Attaching Files
- Adding Pictures and Screen Clippings
- Creating Links
- Printing and Sending to OneNote
- Using Web Clippers
- Adding Audio and Video

### Formatting Notes

- About Formatting
- Formatting with Styles
- Using the Format Painter

### The OneNote App

- Using the OneNote App
- The Ribbon
- OneNote App vs OneNote 2016

### Tagging Notes

- Tagging Content
- Using Tags
- Customising Tags
- Finding Tagged Content





# Microsoft Outlook ½ Day Introduction

Participants on this Microsoft Outlook Introduction half day course will gain an understanding of the principles of electronic communications with Outlook, learning how to maintain email in addition to using the Calendar, Tasks and Contacts to manage your workflow. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Outlook, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

## Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students**

## Course Content

### Outlook Orientation

- Outlook Essentials
- Navigating the interface

### Working with Email

- Creating Emails
- Adding Attachments
- Flagging Messages
- Adding Signatures
- Email Options
- Creating Folders
- Searching Email

### Calendar

- Working with Calendar Views
- Adding Appointments
- Adding Meetings
- Adding Time Zones
- Sharing Calendars

### Contacts

- Contact Views
- Adding Contacts
- Editing Contacts

### Tasks

- Creating Tasks
- Task Views
- Assigning Tasks
- Marking Tasks as Complete



# Microsoft Outlook 1 Day Introduction

Participants on this Microsoft Outlook Introduction one day course will learn the essentials of electronic communication using Outlook. The course covers effective email management and utilisation of Outlook's Calendar, Tasks, and Contacts features for workflow management.

Participants will acquire a robust foundation of skills for further development. This course is designed for beginners with no previous experience in Outlook. It is also beneficial for those with limited experience or self-taught users looking to enhance their understanding of the software.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Outlook Orientation

- Outlook Essentials
- The Ribbon
- Backstage View

### Working with Email

- AutoComplete Addressing
- Attaching Files to Messages
- Using View Templates
- Accessing New Scheduling Poll
- Changing Message Settings
- Sending Voting Options
- Message Delivery Options
- Email Signature
- Automatic Reply / Vacation Message
- The Editor / Spell Check
- Print Email Messages

### Organising and Managing

- Using Folders
- Using Categories
- Quick Steps
- Using Rules
- Using Flags
- Using and Expanding Search
- Know when to Delete or Archive

### Managing Your Calendar

- The Calendar view interface
- Calendar Appointments
- Appointment Reminders
- Scheduling Meetings
- Applying Categories
- Using Multiple Calendars
- Sharing Calendars
- Open a Shared Calendar

### Managing Contacts

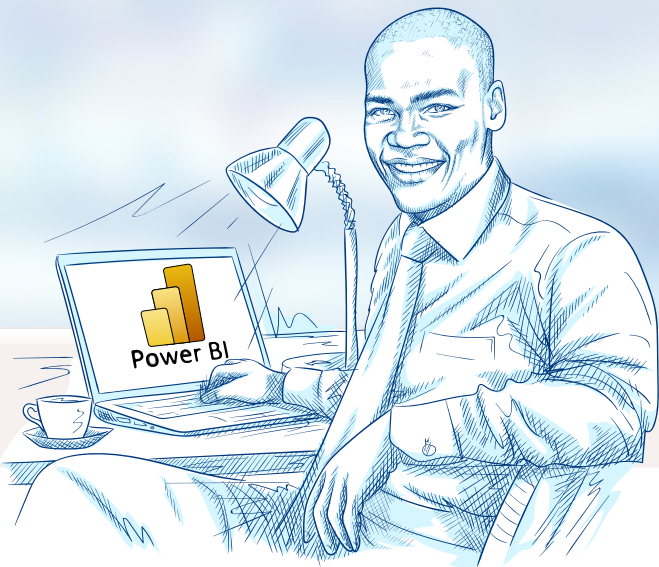
- The Contacts View Interface
- Adding Contacts
- Contact Groups
- Add Email Sender As A Contact

### Using Tasks

- Task Overview
- The Task View Interface
- Views in the Tasks List
- Marking a Task as Complete

### Outlook on Mobile

- Managing Outlook on a Mobile
- Focused Inbox
- Filtering Email
- Threading Email Messages
- Listen to Your Emails
- Customise Your Email Swipe
- Navigating Your Calendar



# Microsoft Power BI Desktop Introduction

Participants on this feature packed Microsoft Power BI Desktop Introduction 1 day course will gain an understanding of the fundamental principles of BI software. Learn how to connect to data sources, then model and transform the data. Once your data is prepared, you will then create rich interactive visualisations and reports that can be shared with colleagues.

No prior knowledge of Power BI Desktop is required.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Introduction to BI

- What is Business Intelligence?
- Components of BI Software
- The Power BI Product Family

### Power BI Desktop Orientation

- What is Power BI Desktop?
- Setting up Power BI Desktop
- The Desktop Window
- Navigating Power BI Desktop

### Connecting to your Data

- Getting Data
- Connecting to Databases
- Connecting to Website Data
- Connecting to Excel Spreadsheets

### Transforming your Data

- About the Power Query Editor
- Removing and Filling Blanks
- Setting Column Headings
- Removing Columns
- Replacing Values
- Changing Data Types
- Trimming Text
- Editing Applied Steps

### Data Modelling

- About Relationships and Data Modelling
- Viewing Relationships
- Removing, Creating & Managing Relationships
- Hiding Tables
- Working with DAX
- Creating Calculations

### Creating Visualisations

- About Visualisations
- Using the Visualisations Pane
- Adding Report Pages
- Creating Tables
- Creating Cards
- Building Charts
- Working with Maps
- Custom Visualisations

### Using Filters

- Highlighting & Filtering Visualisations
- Defining Visual Interactions
- Using Spotlight & Focus Modes
- Setting Filter Levels
- Top N Filters

### Publishing Reports

- About Publishing
- Publishing a Report
- Using Power BI Service
- Sharing Reports



# Microsoft PowerPoint Introduction

Participants on this Microsoft PowerPoint 1 day course will gain an understanding of the fundamental principles of PowerPoint, including creating presentations from templates, applying different layouts and formatting slides for presentations. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of PowerPoint, however, you will also benefit from attending this course if you are currently editing presentations created by others.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### PowerPoint Orientation

- The PowerPoint Interface
- Finding and using Commands
- Navigating Presentations

### Adding Graphics

- Working with Graphics
- Inserting Graphics
- Moving and Resizing Graphics

### Transitions

- Applying Slide Transitions
- Modifying Transitions
- Transition Timing

### Creating Slides

- Creating a Presentation
- Adding Slides
- Working with Slide Layouts
- Using Autofit

### Using SmartArt

- Working with SmartArt
- Modifying SmartArt
- Using SmartArt Styles

### Creating Tables and Charts

- Adding Tables to Slides
- Editing and Formatting Tables
- Creating Charts
- Adding Chart Data
- Modifying Charts

### Formatting Slides

- Formatting Text
- Formatting Bullets
- Using the Format Painter
- Adding Fill & Border Formatting

### Applying Themes

- Understanding PowerPoint Themes
- Applying Themes
- Changing Themes
- Modifying Theme Elements

### Showing Presentations

- Presenting with PowerPoint
- Presentation Options
- General Shortcuts

### Working with Slide Outlines

- Understanding Outlines
- Using the Outline Pane
- Creating an Outline
- Reordering Slides
- Using Slide Sorter View

### Working with Animations

- Animating Text
- Animating Objects

### Printing Slides

- Printing Handouts
- Adding Speaker's Notes
- Printing Speaker's Notes





# Microsoft PowerPoint Advanced

Participants on this Microsoft PowerPoint Advanced 1 day interactive workshop will build on their existing knowledge of the fundamental principles of PowerPoint to work with Advanced Animation settings, Custom Shows and the Presenter View. You will discuss your own presentations and receive tips on fine tuning. Get involved in the discussion, participation is the key!

The course assumes you have a working knowledge of PowerPoint, however, people who are self-taught or currently working with slides created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Intermediate / Advanced</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Slide Masters

- Viewing Slide Masters
- Modifying Masters
- Working with Placeholders
- Adding Slide Numbers

### Advanced Animations

- Applying Custom Animations
- Using the Animation Pane
- Effect Timing
- Reordering Animations

### Combining Shapes

- Grouping Shapes
- Merging Shapes

### Photo Album

- Creating a Photo Album
- The Album Dialog Box

### Zoom

- Using Zoom
- Creating a Summary Zoom

### Rehearse Timings

- Setting up the Slide Show
- Rehearsing Timing
- Recording the Slide Show

### Action Buttons

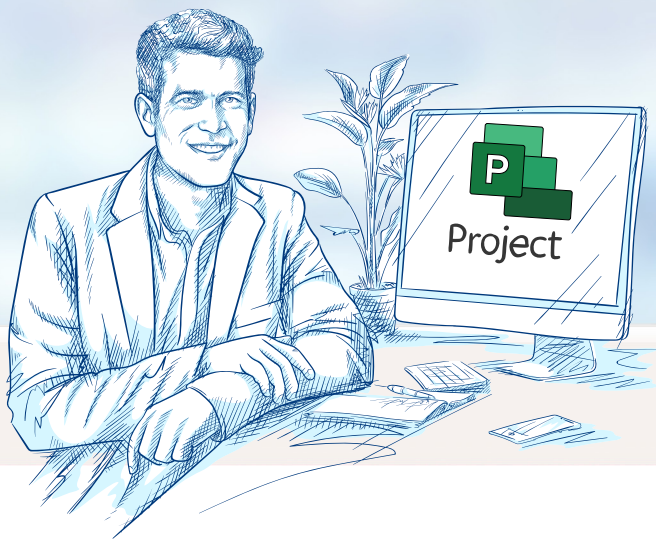
- Adding Action Buttons
- Action Button Settings

### Custom Shows

- Understanding Custom Shows
- Creating Custom Shows
- Running Custom Shows
- Linking Custom Shows

### Presenter View

- About Presenter View
- Using Presenter View



# Microsoft Project Introduction

Participants on this Microsoft Project Introduction 1 day course will gain an understanding of the fundamentals of Microsoft Project, including creating a project, entering tasks, durations, constraints, resources and tracking of the project to name a few.

The course assumes no prior knowledge of Project or project management principals, however, people with limited exposure to the software will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Getting Started with Project

- What is Microsoft Project?
- Working with Gantt Charts
- Project's Window, View & Menus
- Project Table Basics
- Getting Help

### Tasks, Durations & Milestones

- Entering Tasks
- Creating Subtasks
- Task Durations
- Creating Milestones

### Using Resources

- What are Resources?
- Creating Resources
- Resource Working Times
- Rates
- Assigning Resources

### Project Setup

- Editing File Properties
- Start and Finish Dates
- Base Calendar Types

### Manipulating Tasks with Constraints

- What are Constraints
- Adding Constraints

### Tracking Projects

- Creating A Baseline
- Using Tracking Views
- Updating Tasks
- Tracking Gantt Chart

### Project Views

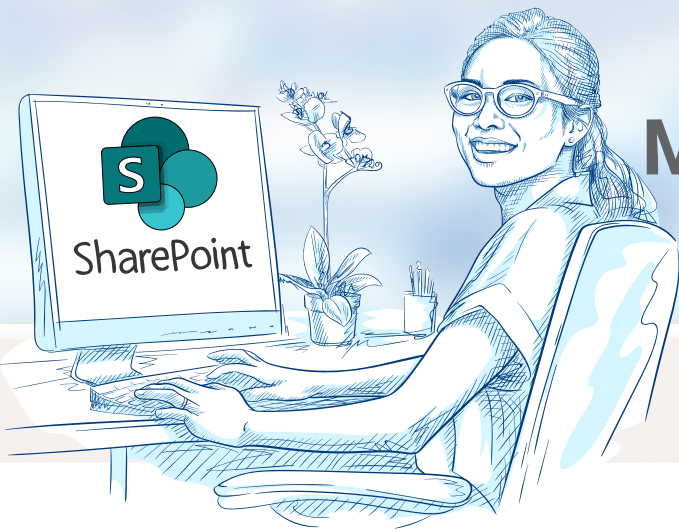
- What are Project Views
- Changing Views
- Splitting the Window

### Task Relationships

- Types of Relationships
- Creating & Changing Relationships
- Lags and Leads

### Printing & Reports

- Viewing and Printing Reports
- Using Print Preview
- Using Prebuilt Reports



# Microsoft SharePoint Introduction

Participants on this Microsoft SharePoint Introduction 1 day workshop will gain an understanding of the fundamentals of SharePoint and you will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of SharePoint, however, you should be familiar with the Windows environment and using the Internet. People with limited exposure to the software and those who are currently working on sites created by others will also benefit from attending this workshop.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Introduction to SharePoint

- What is SharePoint
- Accessing SharePoint Sites
- The SharePoint Interface
- Displaying Site Contents

### SharePoint Security

- Groups and Permissions
- Overview of Permission Levels
- Viewing Site Members
- Best Practices for Permissions
- Site Permissions
- Creating Groups
- Viewing Permissions

### Hub Sites and Subsites

- Creating a Subsite
- Working with Hub Sites
- Associating with a Hub Site
- Adding Links in Hub Sites

### Working with Pages

- Overview of Pages
- Creating a Site Page
- Checking Out a Page
- Using Sections and Web Parts

### Creating Lists & Libraries

- Overview of Lists and Libraries
- Creating a Document Library
- Managing Library Permissions
- Creating a List
- Sort and Filter Libraries and Lists
- Library and List Views
- Switching Document Libraries

### Working with Documents

- Overview of Documents
- Creating and Opening Documents from a Library
- Uploading Documents
- Moving and Copying Documents
- Checking Documents In and Out
- Sharing Documents
- Creating Alerts
- Deleting Files
- Restoring Deleted Files

### Dealing with Version History

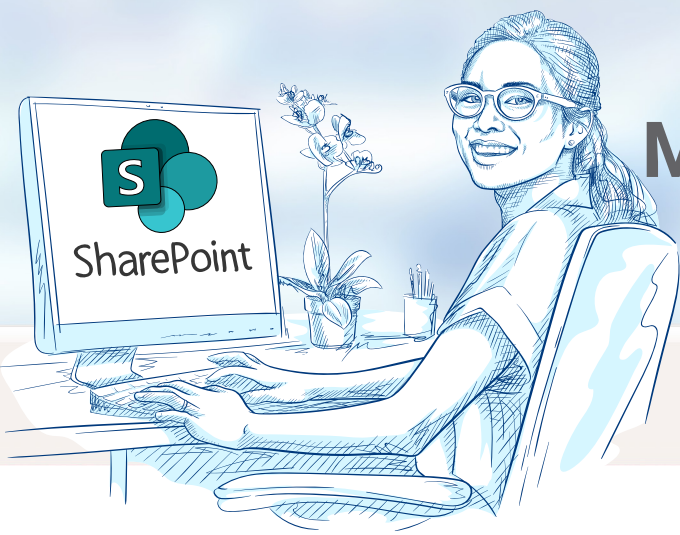
- Overview of Document Versions
- View, Restore and Delete Versions
- Restoring and Permanently Deleting Files
- Dealing with Versioning
- Publishing as a Major Version

### Integrating with Microsoft Office

- Collaborative Functionality Overview
- Saving Documents from Office
- Co-Authoring Documents
- Working with Calendars
- Connecting to Microsoft Outlook
- Adding Events to a Group Calendar

### Searching In SharePoint

- Overview of SharePoint Search
- Searching a Document Library
- Expanding a Search
- Using Filters in a Search



# Microsoft SharePoint End User

Participants on this Microsoft SharePoint half day course will obtain a fundamental grasp of using SharePoint as an end user and will gain skills upon which to build.

The course is designed for individuals who have no prior experience with SharePoint, but it's recommended that they have some familiarity with the Windows operating system and using the Internet.

## Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students**

## Course Content

### Introduction to SharePoint

- What is SharePoint
- User Account Basics
- Accessing SharePoint Sites
- The SharePoint Interface
- Displaying Site Contents

### SharePoint Security

- Groups and Permissions
- Overview of Permission Levels

### Working with Documents

- Overview of Documents
- Creating New Documents in a Library
- Uploading Documents
- Opening Documents from a Library
- Moving and Copying Documents
- Checking Documents In and Out
- Sharing Documents
- Creating Alerts
- Deleting Files
- Restoring Deleted Files

### Dealing with Version History

- Overview of Document Versions
- View, Restore and Delete Versions
- Restoring and Permanently Deleting Files

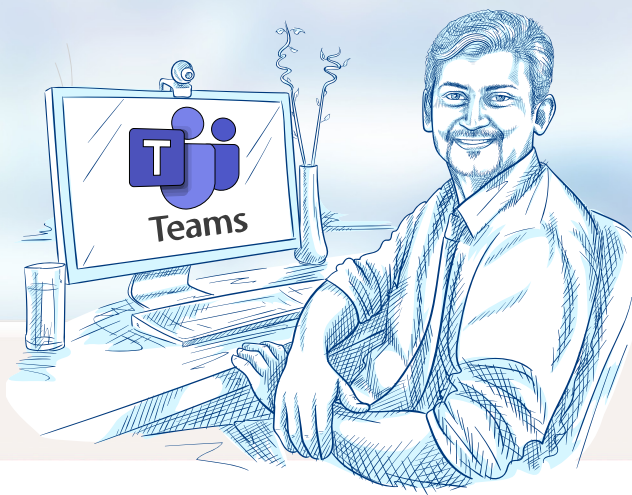
### Integrating with Microsoft Office

- Collaborative Functionality Overview
- Saving Documents from Office
- Co-Authoring Documents

### Searching In SharePoint

- Overview of SharePoint Search
- Searching a Document Library
- Expanding a Search
- Using Filters in a Search





# Microsoft Teams Introduction

Participants on this feature-packed Microsoft Teams Introduction 1 day course will gain an understanding of the fundamental principles of Teams, creating Teams and Channels, and participating in discussions using Chat and Meetings. You'll then create documents and other content before exploring co-authoring and other collaboration tools.

You will be given a solid foundation of skills upon which to build.

Although no prior knowledge of Teams is required, participants who are self-taught or currently using Teams and Channels created by others will also benefit from attending this course.

## Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students**

## Course Content

### Introduction to Teams

- What is Teams
- Account Basics
- The Teams Interface
- Log in to Teams

### Creating a Team

- Create a Team
- Manage Teams
- Adding Members
- Setting Permissions
- Join or Leave a Team

### Working with Channels

- Default Channels
- Adding Standard Channels
- Adding Private Channels

### Team Conversations

- Starting a Conversation
- Formatting Messages
- Replying to Messages
- Using @Mentions
- Bookmarking Messages

### Private Chats

- What's the Difference?
- Starting a Chat
- Notifications
- Setting Availability

### Team Meetings

- Scheduling Meetings
- On Demand Meetings
- Meeting Controls
- Sharing your Screen

### Sharing Files

- Add Files to Conversations
- Uploading Files
- Collaborating on Documents

### Using a Team Wiki

- Adding Tabs
- Renaming Tabs

### Using Search

- Basic Search
- Searching Files
- Filtering Search Results

### Microsoft Planner

- Understanding the Task Board
- Creating a Plan
- Adding Tasks
- Assigning Tasks
- Charting Progress
- Adding Plans to Teams



# Microsoft Visio Introduction

Participants on this feature packed Microsoft Visio Introduction 1 day course will gain an understanding of the fundamental principles of Visio, creating a variety of business diagrams using Visio's extensive array of templates and stencils, working with shapes and connectors as well as editing and formatting diagrams for presentation. You will be given a solid foundation of skills upon which to build.

Although no prior knowledge of Visio is required, participants who are self-taught or currently using diagrams created by others will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Visio Orientation

- Exploring the Visio Interface
- Finding and Using Commands
- Using Templates

### Working with Templates

- Creating Diagrams from Templates
- Using Stencils
- Understanding Visio Shapes
- Searching for Shapes

### Working with Shapes

- Using Smart Shapes in Visio

### Page Setup

- Understanding Visio Pages
- Setting up your Page
- Dimensions and Scales
- Foreground/Background Pages

### Creating Flow Charts

- About Flowcharts
- Basic Flowcharts
- Adding Flowchart Shapes
- Working with Shape Properties
- Using Connectors
- Cross-Functional Flowcharts

### Creating Organisation Charts

- About Organisation Charts
- Creating Organisation Charts from Scratch
- Using the Organisation Chart Wizard

### Using Connectors

- About Connectors
- Working with Connection Points

### Workshop – Creating Diagrams

- About Diagrams
- Brainstorming Diagrams
- Network Diagrams
- Timelines
- Gantt Charts



# Microsoft Word Introduction

Participants on this Microsoft Word Introduction 1 day course will gain an understanding of the fundamental principles of Word, including creating business documents from templates, editing and formatting documents for printing. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Word, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Word Orientation

- Exploring the Word Interface
- Finding and using Commands
- Using the Ribbon
- Moving around the Document
- Changing Document Views

### Editing Documents

- Opening Documents
- Selecting Text
- Inserting and Deleting Text
- Understanding Smart Tags
- Using Cut, Copy and Paste
- Working with Page Breaks
- Using Find and Replace
- Undo and Redo

### Creating Documents

- Creating Blank Documents
- Using Templates
- Save vs Save As

### Formatting Documents

- Understanding Formatting
- Using the Ribbon
- Character Formatting
- Paragraph Formatting
- Using Dialog Boxes
- The Format Painter
- Using F4
- Page Formatting

### Working with Tables

- Using Tables
- Creating Tables
- Adding Content to Tables
- Adding Rows and Columns
- Resizing Tables
- Adding and Removing Borders

### Using Proofing Tools

- Using the Spelling and Grammar Checker
- Automatic Spell Checking
- Using the Thesaurus
- Using Autocorrect
- Setting Autocorrect Options
- Creating Autocorrect Entries

### Printing

- Using Print Preview
- Working with Print Settings
- Page Setup



# Microsoft Word Intermediate

Participants on this Microsoft Word Intermediate 1 day course will build on their existing knowledge of Word to gain an in-depth understanding of Bullets and Numbering, Tabs and Styles before moving on to the relationship between Sections and Headers and Footers. You will also be shown tips and shortcuts for working even more efficiently with your Word documents.

The course is designed for those who already have a solid grasp of the underpinning principles of Word and are seeking to further advance their knowledge and skills.

## Course Details

Skill Level:	<b>Intermediate</b>
Duration:	<b>One Day</b>
Time:	<b>9:00am – 4:00pm (approx)</b>
Class Size:	<b>10 students</b>

## Course Content

### Creating Lists

- Creating a Bulleted List
- Create a Numbered List
- Using Multi-Level Numbering
- Modifying Lists

### Adding Headers & Footers

- Adding Headers and Footers
- Page Numbering Options
- Different First Page Options

### Tables and Linking

- Adding Tables
- Merging and Splitting Cells
- Linking to Excel Tables

### Using Tabs

- Types of Tabs
- Setting up Tabs with the Ruler
- Using the Dialog Box

### Using Styles

- Formatting Efficiently with Styles
- Using the Style Gallery
- Modifying Styles
- Built in vs User Defined Styles

### Graphics

- Inserting Graphics
- Resizing and Moving Graphics
- Text Wrapping with Graphics
- Inserting Screenshots
- Adding and Deleting Watermarks

### Quick Parts

- Using Quick Parts and Autotext
- Saving Autotext Entries
- Inserting Autotext
- Modifying Autotext

### Table of Contents

- Creating a Table of Contents
- TOC Options
- Modifying a TOC

### SmartArt

- Using SmartArt
- Working with Organisation Charts

### Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Deleting Section Breaks





# Microsoft Word Advanced

Participants on this Microsoft Word Advanced 1 day course will build on their existing knowledge base to create more complex documents incorporating Indexes and building Templates, as well as using Fields to capture and display information.

The course is designed for those who are already creating document layouts and wish to explore more advanced tools for working with longer documents and improving document workflow.

## Course Details

Skill Level: **Advanced**

Duration: **One Day**

Time: **9:00am – 4:00pm (approx)**

Class Size: **10 students**

## Course Content

### Adding an Index

- Marking Index Entries
- Using a Concordance File
- Building an Index
- Index Styles
- Modifying the Index

### Building Templates

- Creating a Template
- Saving Templates
- Adding Styles to a Template
- Modifying a Template

### Working with Forms

- Creating Form Fields
- Using Form Controls
- Protecting Forms
- Distributing Forms

### Adding Bookmarks

- Tagging content for Bookmarks
- Creating Bookmarks
- Navigating with Bookmarks

### Working with Fields

- Field Switches
- Filename and Path Fields
- Fillin Fields
- Set and Ref Fields
- StyleRef Fields

### Creating Macros

- Overview of Macros
- The Macro Recorder
- Recording Macros
- Testing Macros
- Running Macros

### Tracking Changes

- Setting up Tracking Changes
- Protecting Documents
- Reviewing Tracked Changes
- Accepting & Rejecting Changes
- Comparing and Combining Documents

### Creating Cross-references

- Creating Cross-references
- Updating Cross-references



# Microsoft Word Mail Merge and Macros

Participants on this Microsoft Word – Mail Merge and Macros half day course will learn the fundamental techniques of Mail Merge before moving on to advanced tools such as the use of fields to refine the mail merge.

In addition, you will explore Macros to help automate repetitive tasks.

The course assumes a basic knowledge of Word, those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **10 students**

## Course Content

### Setting up Mail Merge

- Beginning a Mail Merge
- Using Excel for Mail Merge Data
- Previewing Merge Letters

### Advanced Mail Merge

- Selective Merge Records
- Filtering
- IF Then Else Fields
- Include Text Fields
- Mail Merge to Email

### Creating Macros

- Overview of Macros
- The Macro Recorder
- Recording Macros
- Testing Macros
- Running Macros



# Microsoft Word

## Dealing with Long Documents

Participants on this half day Microsoft Word – Dealing with Long Documents course will learn the best ways to work with long documents in Word. You will explore the advantages of using Outlining to create and modify your documents before moving on to work with Tables of Contents and Sections.

The course assumes a good knowledge of Word. The course is suitable for participants who are creating moderately complex documents, those who are currently editing documents created by others will also benefit from attending this course.

### Course Details

Skill Level: **Advanced**

Duration: **Half Day**

Class Size: **10 students**

## Course Content

### Using Styles

- Advantages of Using Styles
- Formatting Efficiently with Styles
- Using the Style Gallery
- Modifying Styles
- Built in vs User Defined Styles

### Table of Contents

- How Styles work with a TOC
- Creating a Table of Contents
- TOC Options
- Modifying a TOC
- Navigating using a TOC
- How a TOC works with PDF

### Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Deleting Section Breaks

### Outlining

- Using the Navigation Pane
- Creating documents using Outline View
- Working with Outline View
- Promoting and Demoting Content