



PowerData Group



MICROSOFT

TRAINING COURSES



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Training Courses














Stay ahead in today's digital world with expert-led training that enhances productivity and efficiency.

With flexible delivery options and hands-on instruction, you'll gain practical knowledge you can apply immediately. Let's make learning work for you.



Microsoft



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What Style of Training Do You Need?

Choosing the right training format can make all the difference in how well your team learns and applies new skills.

We offer flexible training options tailored to your organisation's needs. Whether you need structured classroom sessions, or a hybrid approach, or something completely different, we have a solution that fits.

Public Training

Ideal for individuals or small teams who want to join a scheduled course with participants from other organisations. Public training sessions provide a structured, interactive learning environment where attendees can benefit from sharing experiences with others. These sessions follow a set curriculum and are perfect for those who want to upskill without the need for a dedicated in-house session.

In-House Training

Looking for a training session tailored specifically to your team? In-house training brings our expert instructors to your workplace or chosen location, allowing you to focus on the exact skills your team needs. This option ensures a personalised approach, helping your employees learn in a familiar setting while addressing real-world scenarios relevant to their roles.

Off-Site Training

Want to take your team out of the office to focus on learning without distractions? Off-site training allows your employees to step away from their usual work environment and engage in focused, hands-on learning. Conducted at a dedicated training facility, this method is great for fostering collaboration, team bonding, and skill development without the usual workplace interruptions.

Live Online Training

A great option for remote teams or businesses looking for flexible learning solutions. Live online training sessions are conducted in real time by expert instructors, offering interactive and engaging learning from anywhere. Participants can ask questions, collaborate with others, and apply what they learn immediately, all while avoiding travel time and costs.

Self-Paced Assisted Learning

For those who prefer flexibility, self-paced assisted learning provides access to structured training materials, including videos, manuals, and exercises, allowing learners to progress at their own speed. Unlike fully independent learning, this method includes support from trainers who are available to answer questions and guide participants when needed, making it a great balance between flexibility and structured learning.

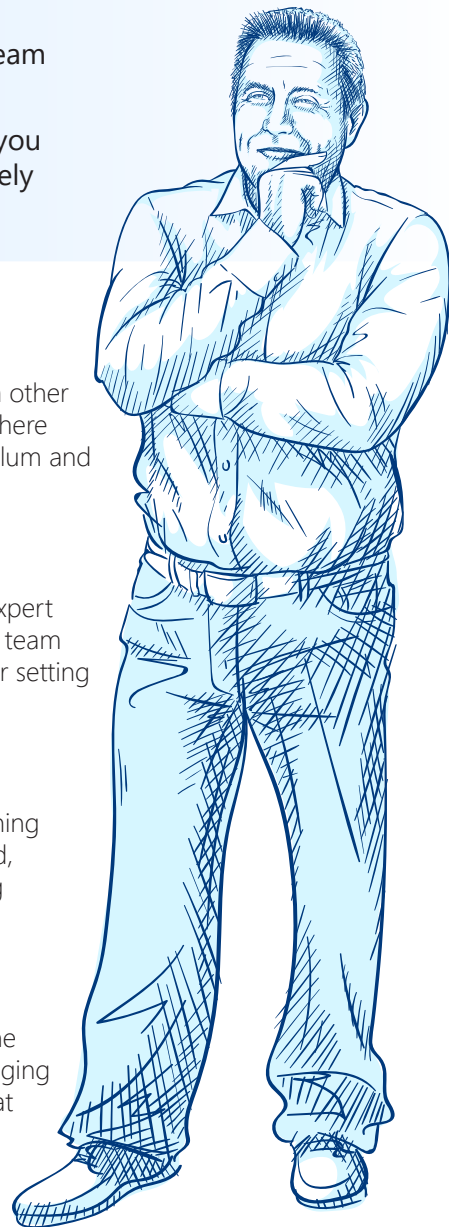
Roving Training

If your team needs quick, targeted support, roving training is an excellent solution. This style, also known as floor walking, involves our trainers being available in your workplace (or online) to assist employees with real-time challenges as they work. Rather than a structured classroom session, this method provides on-the-spot guidance, troubleshooting, and hands-on support exactly when and where it's needed.

Seminar / Webinar / Awareness Sessions

Need to introduce a new program or process to a large audience? Seminar /Webinar / Awareness sessions provide a high-level overview of a topic in an engaging and informative format. These sessions are ideal for launching new software, introducing company-wide initiatives, or providing employees with insights into new technology and workflows. They help teams understand key concepts quickly and decide whether more in-depth training is needed.

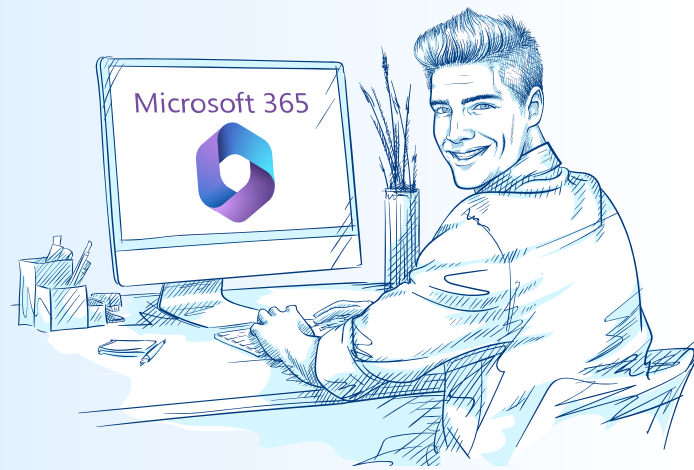
If you're unsure which option is best for your team, we're happy to discuss your needs and recommend the perfect training solution.



Microsoft 365 Productivity Tools

Ever found yourself overwhelmed by cloud-based productivity tools? This Microsoft 365 course transforms beginners into confident power users.

Whether you're new to the platform or have basic experience, you'll discover essential features to streamline your work and boost productivity.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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

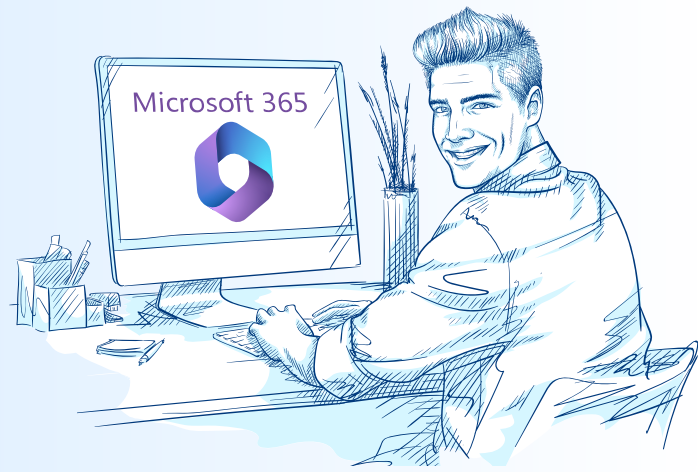
Microsoft Planner

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

Microsoft Office 365 Workshop

Ever wondered how to maximize productivity and efficiency in the digital workspace?

This Microsoft 365 course transforms basic Office users into confident cloud computing experts, covering real time collaboration, app integration, and productivity tools to enhance your workflow.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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

Word Orientation

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

Excel Orientation

- Exploring the Excel Screen
- What Can You Do With Excel?
- Using Formulas
- The Order of Operations
- Functions VS Formulas
- The Function Wizard

PowerPoint Orientation

- The PowerPoint Window
- Creating a Presentation
- Formatting Slides

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

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

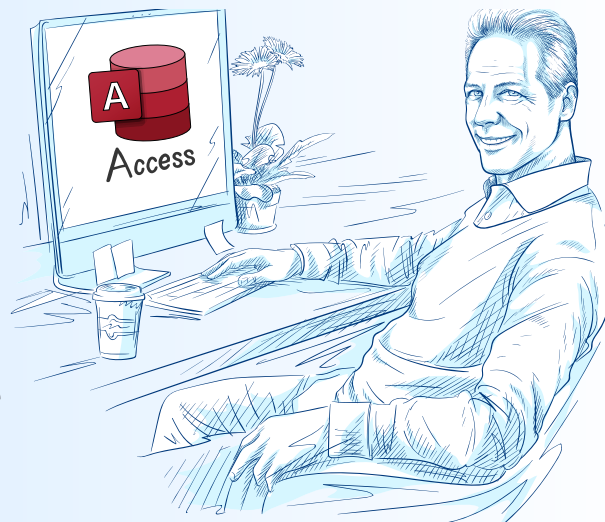
What are these Apps?

- Delve
- Planner
- Power Automate
- Stream
- Sway

Microsoft Access Introduction

Ever wondered how to efficiently manage and organise large amounts of data? This Microsoft Access course transforms beginners into skilled database designers.

You'll learn essential database skills, from creating tables and relationships to building queries, forms, and reports, giving you the knowledge to create effective database solutions.



Skill Level: Beginner

Duration: 2 Day

Time: 9:00am – 4:00pm

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

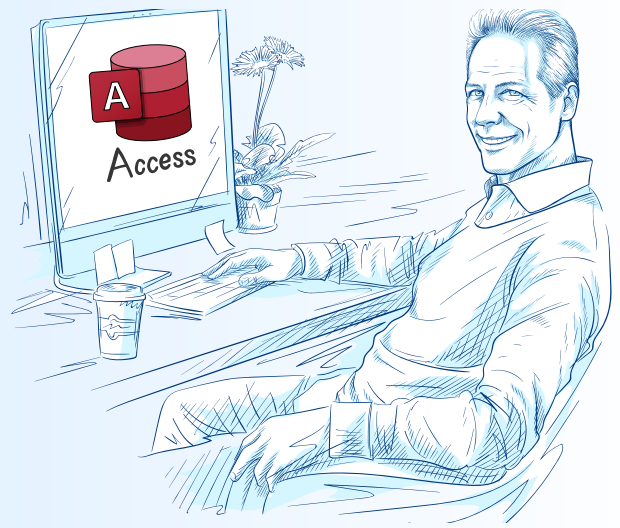
Options

- Setting Database Startup Options

Microsoft Access Advanced

Ever wanted to unlock the advanced capabilities of databases? This Microsoft Access course elevates your skills from basic management to sophisticated development.

Designed for those familiar with Access fundamentals, you'll master powerful features like automated updates, customised forms, and advanced reports, transforming you from a basic user into a database expert.



Skill Level: Intermediate/Advanced

Duration: 2 Day

Time: 9:00am – 4:00pm

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

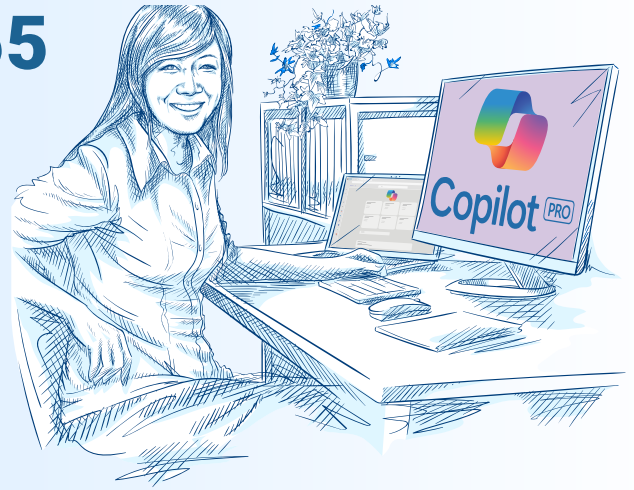
Macros

- Building Macros
- Using the Macro Builder

Copilot for Microsoft 365 Introduction

Ever found yourself staring at a blank document, wishing words would magically appear? This Copilot course transforms Office strugglers into AI-powered productivity wizards.

Whether you're drowning in emails or battling unruly presentations, you'll master prompt engineering and learn to collaborate with an assistant that never needs coffee breaks or complains about Monday mornings.



Skill Level: Beginner

Duration: ½ Day

Time: 9:00am – 12:00pm

Course Content

Getting Started with Copilot

- Overview of Copilot
- How Copilot Integrates with 365
- Writing Effective Prompts
- Refining Responses with Feedback

Copilot in Outlook

- Drafting Emails with Copilot
- Using Coaching to refine email
- Summarising email threads
- Drafting Quick Replies

Copilot in Word

- Generating and Refining AI Text
- Editing Documents with Copilot
- Summarising Long Documents
- Formatting and Structuring Content Efficiently

Copilot in Excel

- Using natural language queries
- Applying Formatting with Copilot
- Creating Charts with Copilot
- Using Copilot to Add Conditional Formatting

Copilot in PowerPoint

- Create presentation from Prompt
- Create presentation from file
- Refining Slide Content
- Creating and Enhancing Visuals
- Automating Slide Design for Impactful Presentations

NOTES

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Microsoft Excel Introduction

Ever hesitated when faced with a blank Excel workbook, unsure where to start? This foundational Excel course transforms beginners into capable spreadsheet users.

Whether you're new to Excel or have only viewed others' spreadsheets, you'll master essential skills from basic formulas to proper formatting, building a solid foundation for advanced features.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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

Ever found yourself repeating the same formula over and over, knowing there must be a faster way? This Excel course transforms basic users into confident data wranglers.

Designed for those familiar with Excel fundamentals, you'll master powerful functions, conditional formatting, and advanced lookup features, along with time-saving shortcuts to streamline your daily tasks.



Skill Level: Intermediate

Duration: 1 Day

Time: 9:00am – 4:00pm

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 Advanced

Ever wanted to analyse complex data sets with just a few clicks? This advanced Excel course transforms skilled users into data analysis experts.

Perfect for those with strong Excel skills, you'll master PivotTables, macros, and advanced data analysis tools, while learning to create reusable templates and implement robust data protection strategies.



Skill Level: Advanced

Duration: 1 Day

Time: 9:00am – 4:00pm

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

Microsoft Excel Data Analysis

Ever wanted to unlock Excel's true analytical potential? This specialised course transforms formula users into data analytics specialists.

Ideal for comfortable Excel users ready to advance, you'll master powerful tools like Goal Seek, Scenario Manager, and advanced array formulas, enabling you to model data and explore multiple business scenarios with confidence.



Skill Level: Advanced

Duration: 1 Day

Time: 9:00am – 4:00pm

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 IError

- Uses for the IError Function
- Applying the IError Function

Validating Data

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

Microsoft Excel PivotTables

Ever spent hours manually summarising data, knowing there must be a faster way? This focused course transforms data browsers into dynamic reporting experts.

Whether you're new to PivotTables or have basic experience, you'll learn to consolidate multiple data sources and turn raw data into meaningful insights within minutes.



Skill Level: Intermediate

Duration: ½ Day

Time: 9:00am – 12:00pm

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

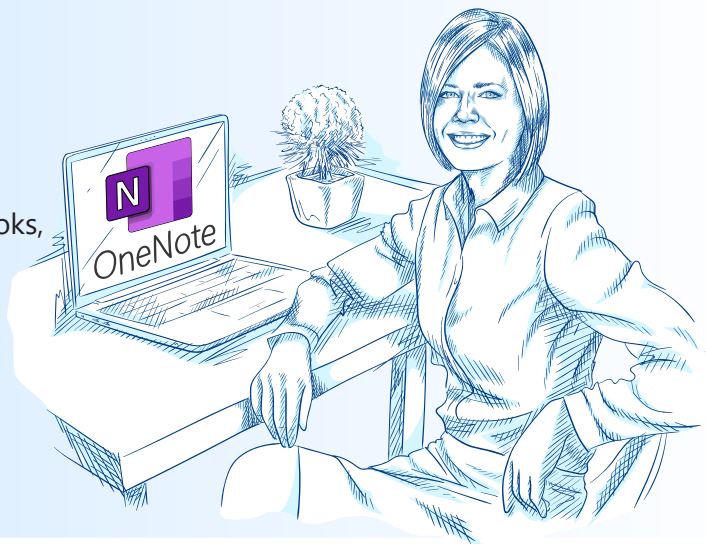
Consolidating PivotTables

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

Microsoft OneNote Introduction

Ever found yourself drowning in sticky notes, paper notebooks, and random documents? This OneNote course transforms scattered note-takers into digital organisation masters.

Perfect for both newcomers and basic users, you'll learn to harness OneNote's flexibility across devices, ensuring your important notes are always accessible and well-organised.



Skill Level: Beginner

Duration: ½ Day

Time: 9:00am – 12:00pm

Course Content

OneNote Orientation

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

Creating Notebooks

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

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

Working with Linked Notes

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

Using Quick Notes

- About Quick Notes
- Taking Quick Notes

Formatting Notes

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

Tagging Notes

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

Searching Notebooks

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

Sharing Notebooks

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

The OneNote App

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

Microsoft Outlook Introduction

Ever feel like you're drowning in a flood of unread emails? This Outlook course transforms overwhelmed users into email efficiency experts.

Whether you're new to Outlook or using basic features, you'll master email management, calendar organisation, and task tracking, helping you take control of your digital workspace.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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

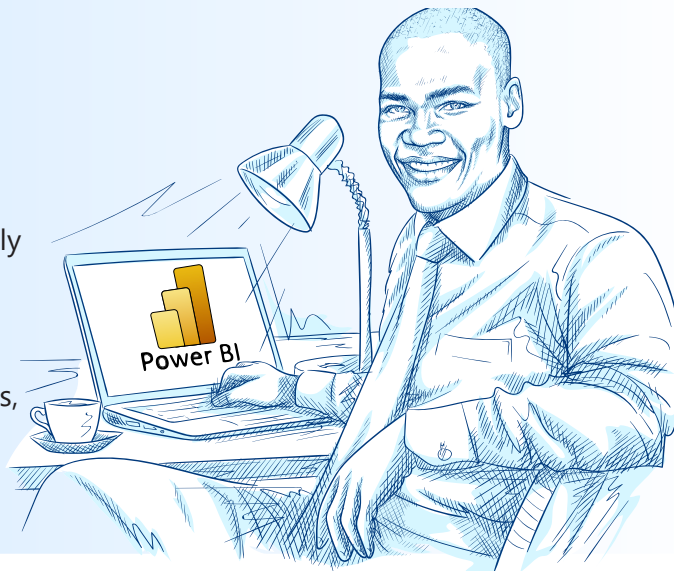
Outlook on Mobile

- 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

Ever stared at endless rows of numbers hoping they'd magically make sense? This foundational Power BI course transforms spreadsheet survivors into data visualisation virtuosos.

Whether you're new to data visualisation or transitioning from Excel, you'll learn to create compelling dashboards, spot trends, and uncover insights that transform raw data into powerful business intelligence.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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

Ever found yourself staring at an empty presentation, wondering where to start? This PowerPoint course transforms presentation novices into confident slide designers.

Whether you're new to PowerPoint or have only edited others' slides, you'll learn to create professional-looking presentations that captivate your audience.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

PowerPoint Orientation

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

Creating Slides

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

Formatting Slides

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

Working with Slide Outlines

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

Adding Graphics

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

Using SmartArt

- Working with SmartArt
- Modifying SmartArt
- Using SmartArt Styles

Applying Themes

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

Working with Animations

- Animating Text
- Animating Objects

Transitions

- Applying Slide Transitions
- Modifying Transitions
- Transition Timing

Creating Tables and Charts

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

Showing Presentations

- Presenting with PowerPoint
- Presentation Options
- General Shortcuts

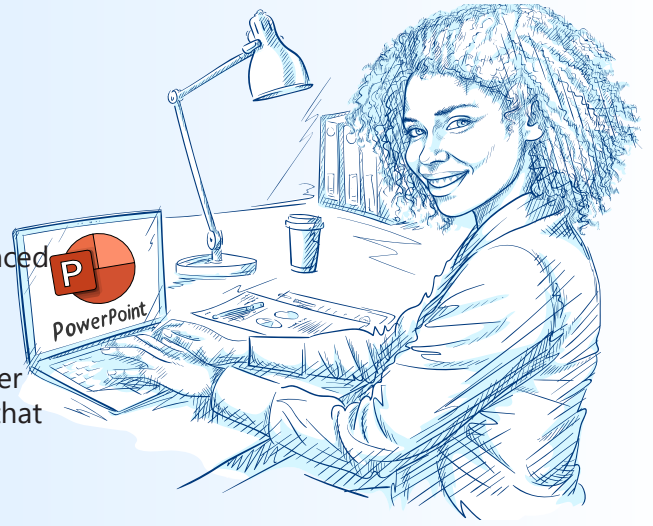
Printing Slides

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

Microsoft PowerPoint Advanced

Ever watched a presentation with perfectly timed animations and stunning transitions and wondered how they did that? This advanced PowerPoint course transforms capable creators into presentation power players.

Perfect for regular PowerPoint users ready to level up, you'll master advanced animations, custom shows, and sophisticated features that make your presentations truly exceptional.



Skill Level: Intermediate/Advanced

Duration: 1 Day

Time: 9:00am – 4:00pm

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

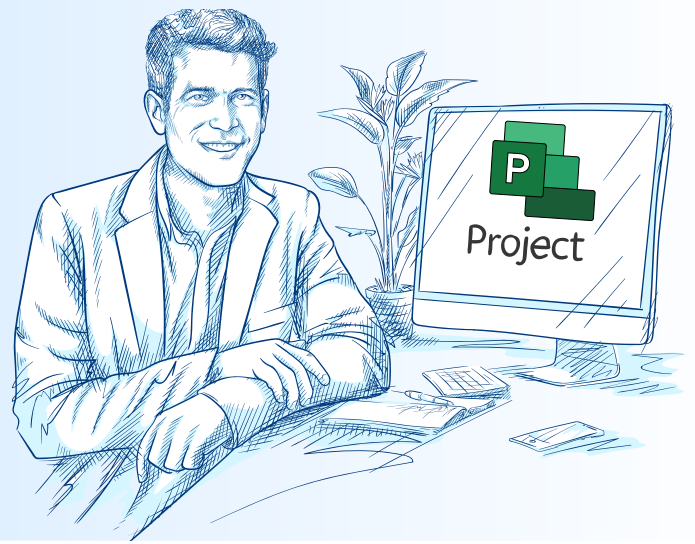
Presenter View

- About Presenter View
- Using Presenter View

Microsoft Project Introduction

Ever found yourself struggling to keep track of complex project timelines? This Project course transforms to-do list jugglers into confident project managers.

Whether you're new to project management or transitioning from spreadsheets, you'll master creating timelines, managing resources, and setting milestones to deliver projects like a seasoned professional.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Getting Started with Project

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

Project Setup

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

Project Views

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

Tasks, Durations & Milestones

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

Manipulating Tasks with Constraints

- What are Constraints
- Adding Constraints

Task Relationships

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

Using Resources

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

Tracking Projects

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

Printing & Reports

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

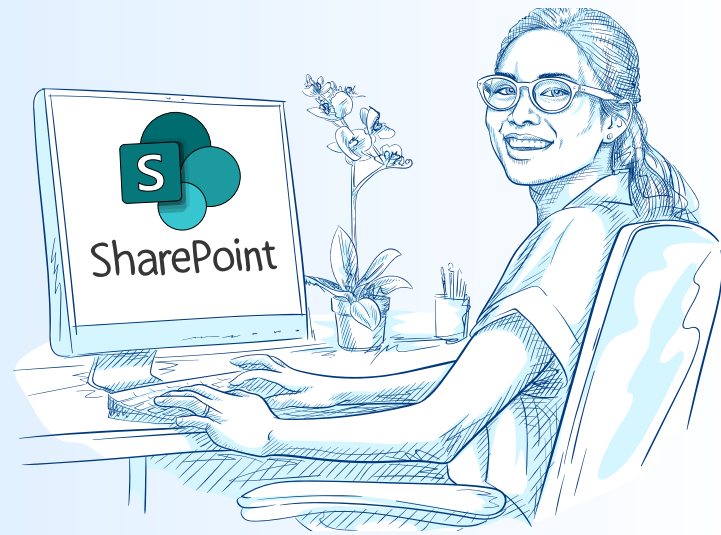
NOTES

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Microsoft SharePoint Introduction

Ever felt overwhelmed by team sites and document libraries? This SharePoint course transforms traditional file managers into digital workplace wizards.

Whether you're new to SharePoint or finding your way around existing sites, you'll learn to create and manage digital workspaces, set up document libraries, and revolutionise team collaboration.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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

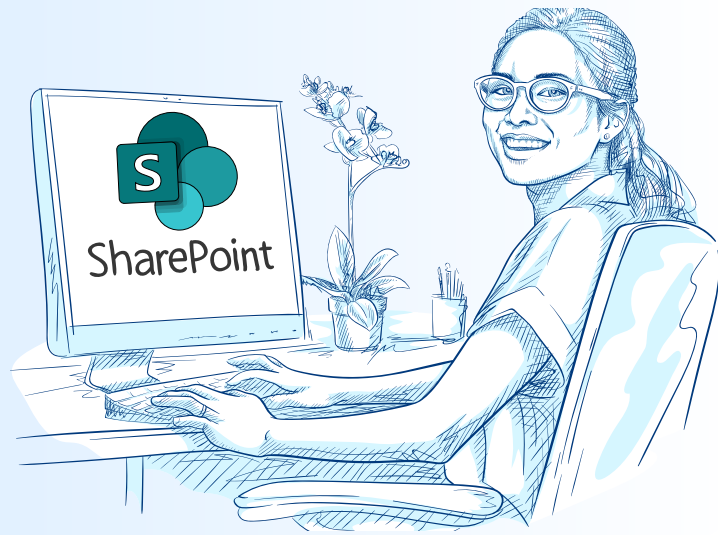
Searching In SharePoint

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

Microsoft SharePoint End User

Ever lost track of important document versions or spent ages hunting through folders? This SharePoint course transforms file explorer wanderers into collaboration champions.

Whether you're new to SharePoint or just getting started, you'll master document management, version tracking, and real-time collaboration in this focused half day course.



Skill Level: Beginner

Duration: ½ Day

Time: 9:00am – 12:00pm

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

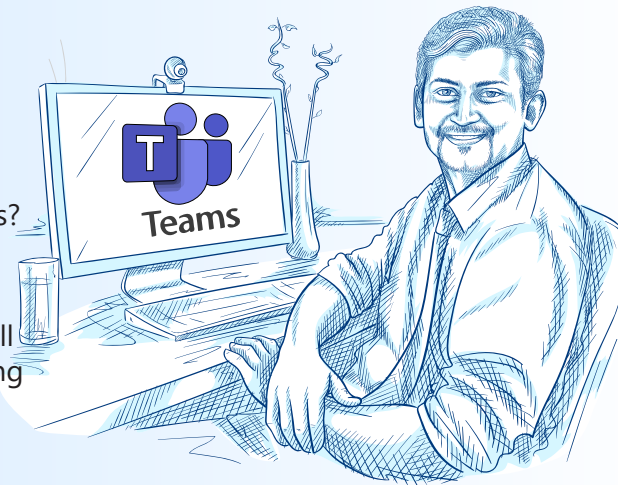
Searching In SharePoint

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

Microsoft Teams Introduction

Ever found yourself juggling between chats, calls, and shared files? This Teams course transforms meeting multitaskers into virtual teamwork virtuosos.

Whether you're new to Teams or using it for basic meetings, you'll master creating teams, running engaging meetings, and managing tasks with Planner for seamless remote collaboration.



Skill Level: Beginner

Duration: ½ Day

Time: 9:00am – 12:00pm

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

Ever struggled to explain complex processes with words alone? This Visio course transforms diagram dreamers into visualisation virtuosos.

Whether you're new to Visio or experimenting with basic shapes, you'll learn to create professional diagrams using templates and precise shape connections that clearly communicate your ideas.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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

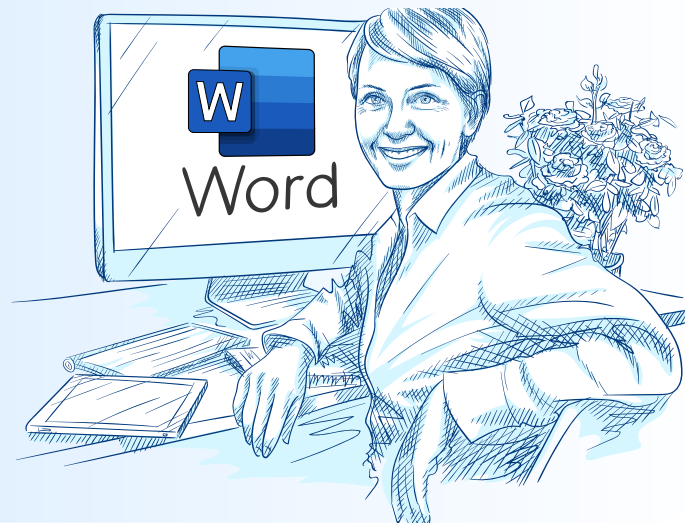
Workshop – Creating Diagrams

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

Microsoft Word Introduction

Ever found yourself struggling with formatting to make documents look professional? This Word course transforms typing novices into confident document designers.

Whether you're new to Word or self taught, you'll master document creation, formatting, and powerful proofing tools to create professional-quality documents with ease.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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

Ever found yourself wrestling with inconsistent numbering or alignment issues? This Word course transforms basic users into formatting finesse experts.

Perfect for those confident with Word basics, you'll master style based documents, table of contents generation, and graphics handling to create professionally polished documents.



Skill Level: Intermediate

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Creating Lists

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

Using Tabs

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

Quick Parts

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

Working with Sections

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

Adding Headers & Footers

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

Using Styles

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

Table of Contents

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

Tables and Linking

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

Graphics

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

SmartArt

- Using SmartArt
- Working with Organisation Charts

Microsoft Word Advanced

Ever struggled with tracking changes in complex documents or automating repetitive tasks? This advanced Word course transforms document creators into productivity powerhouses.

Ideal for comfortable Word users, you'll master indexed documents, interactive forms, and automated workflows that streamline document creation.



Skill Level: Advanced

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Adding an Index

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

Adding Bookmarks

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

Tracking Changes

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

Building Templates

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

Working with Fields

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

Creating Cross-references

- Creating Cross-references
- Updating Cross-references

Working with Forms

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

Creating Macros

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

Microsoft Word

Mail Merge and Macros

Ever found yourself manually copying and pasting names into dozens of letters? This specialised Word course transforms repetitive task warriors into automation aces.

Perfect for those comfortable with Word basics, this half day course teaches you to master mail merge, conditional content, and macros to automate repetitive tasks.



Skill Level: Intermediate

Duration: ½ Day

Time: 9:00am – 12:00pm

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