

# Commercial Digital Skills Development

## MICROSOFT COURSES



All courses can be delivered remotely, face to face, or a combination of the two. Depending on focus, facilitation and timescales can be flexible. The following information is for indicative purposes only. Courses are accessible by PC or laptop only in order to maximise engagement and accessibility.

*Thank you for understanding and advising your staff.*

## Getting started with Microsoft 365

Microsoft 365 offers a host of cloud-based productivity solutions to streamline and maximise productivity.

This interactive, hands-on course provides an in-depth overview of everything you need to know to make the most of Microsoft 365. Participants will get hands on with tools such as OneDrive, Sway, Forms and more. Learn more about how Microsoft 365 powers a global, modern workplace with one bundle of products: a smart, efficient operating system, inclusive security tools, and seamlessly integrated workplace productivity apps.

### Course Outcomes

- Extend your understanding of Microsoft 365 and how to access tools for workplace productivity.
- Experience working in a simulated business environment using various Microsoft 365 apps
- OneDrive to communicate and collaborate with colleagues
- Acquire the skills to reach out to your customers through a variety of engagement tools via Microsoft 365

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Suitable for - all staff
- Learners must have access to an active Microsoft 365 for Business account



## Teams Essentials

Microsoft Teams is a collaborative workspace, which can be used to create engaging Teams to share content and communicate.

This introductory course provides the building blocks for how to effectively use your Teams dashboard to communicate with colleagues and collaborate together within a dynamic space. Participants will learn how to use the basics of Teams and helpful tips and features to save valuable time.

### Course Outcomes

- The components and elements of Microsoft Teams
- The creation process of Microsoft Teams channels
- Using apps & tabs through Microsoft Teams
- Collaborative features within Teams
- Key features within Microsoft Teams meetings & communications solutions

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Suitable for - all staff
- Learners must access to an active Microsoft Teams for Business account

## Teams Advanced

Microsoft Teams is a collaborative workspace, which can be used to create engaging Teams to share content and communicate.

In this advanced Teams training course we will cover how you can streamline your Teams to make them more effective communication and collaborative spaces.

### Course Outcomes

- Productivity & Managing Teams/Settings
- Channel & app management
- Team channel features & collaboration (praise/pinning)
- Team analytics
- Using Microsoft Viva Engage
- Project management using Tasks by Planner & To Do
- Approvals & Templates
- Post Processes
- Effective meetings - Live meeting features, apps and options
- Effective breakout rooms
- Using Power Automate

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Suitable for staff with managerial responsibility for managing a Team & staff interested in improving their knowledge of Teams and improving performance
- Learners must have access to an active Microsoft Teams for Business account



## Power BI Essentials

Microsoft Power BI is a powerful tool, which can be used to connect to different data sources in order to facilitate engaging visualisations of the data. This can then be used with other Microsoft applications, like Teams to allow employees to manipulate the data to filter trends and other useful information about that data.

### Course Outcomes

- Getting started with Power BI
- What is Power BI & how it works with data
- How to use the Power BI dashboard
- How to create a simple Power BI via a data source
- Editing data
- How to extract data online and convert into usable sources
- Creating visually appealing Power BI reports and visualisations
- Sharing, collaborating and publishing
- How to add a Power BI into Teams
- Filtering data and options (save as image, charts view, highlighting, export)
- Options/Filtering
- Using AI to analyse data with Q & A and smart narrative
- Forecasting and further analysis

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Suitable for staff with either an interest in data or working in a role which requires access to data to explore trends in workflow or statistics
- Learners must have access to an active Microsoft 365 for Business Teams account and Power BI (web version) to attend this training

## Power BI/Excel Data Analytics

Many of the same data management tools and mechanisms exist across both Microsoft Excel and Power BI. Excel users are positioned to transition to data modelling and visualisation in Power BI and will find this course useful. Using methods that will feel familiar, Power BI can be used to make data-driven decisions using large volumes of data.

### Course Outcomes

- Import data from Excel and other locations into Power BI.
- Understand the Power BI environment and its three Views.
- Build beginner-to-moderate level skills for navigating the Power BI product.
- Explore influential relationships within datasets.
- Design Power BI visuals and reports.
- Build effective dashboards in Power BI Online.

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Suitable for staff with either an interest in data or working in a role which requires access to data to explore trends in workflow or statistics and to take this further when using Excel
- Learners must have access to an active Microsoft 365 for Business Teams account and Power BI (web version) to attend this training



## Excel Essentials

Microsoft Excel is one of the most widely used applications for analysing and visualising data. This course will provide beginner level users some relevant skills to begin to navigate and create basic formulas in Microsoft Excel.

### Course Outcomes

- Know and understand the basic components of Excel including cell referencing
- Navigate and optimise the Microsoft Excel interface
- Structure basic spreadsheets
- Construct basic formulas with Excel functions to perform calculations
- Apply formatting to spreadsheets to create a professional look
- Utilise all Excel features for working with large spreadsheets/databases
- Apply the basic analysing tools of Excel to analyse/filter/sort large data sheets
- Working with multiple data sheets and the importance of cell referencing
- Creating and Understanding Tables
- Working with Dates and Times
- Basic Charts
- Add basic security to spreadsheets

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Learners must have access to an active Microsoft 365 for Business Teams account and Excel (desktop version)

## Excel Intermediate

This interactive, hands-on Excel training course is designed for delegates who use Microsoft Excel in their daily work and have a good understanding of Excel but want to take their skills to the next level.

### Course Outcomes

- Understanding of Dynamic, Relative and Absolute Formulas and using named ranges in formulas
- Apply conditional formatting to highlight data that meets specific criteria
- Use Excel's Logical functions in formulas to perform different calculations based on specified criteria
- Splitting and joining separate columns of data
- Manipulate data without using formulas
- Understand how Excel handles dates & times
- Use the Analyse Data tool to extract insights from data
- Combining formulas together to match criteria and extract information
- Use different cell referencing in formulas to ensure the calculations are applied to the correct data
- Consolidating data to perform summaries on data sheets

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Learners must have access to an active Microsoft 365 for Business Teams account and Excel (desktop version)



## Excel Advanced

The Advanced Excel training course looks at the advanced features and techniques to manipulate data and apply 'what if analysis' to optimise data model scenarios.

### Course Outcomes

- Summarise data across multiple worksheets
- Use 1D, 2D and 3D lookup functions to extract data
- Use the XLOOKUP function to extract data
- Use What If Analysis tools to work with through data modelling scenarios –Goal Seeker, Scenario Manager and Solver
- Apply advanced data filtering techniques to extract data based on complex criteria
- Understanding Excel Tables and the part they play in Pivot Tables
- Introduction to Pivot Tables

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Learners must have access to an active Microsoft 365 for Business Teams account and Excel (desktop version)

## Excel Pivot Table

The Excel Pivot Table training will take you from the basic creation of a Table in Excel through to the sophisticated techniques used to extract specific data from large data sheets/databases allowing information to be drawn in from different data sheets.

### Course Outcomes

- Understanding Excel Tables and the part they play in Pivot Tables
- Use pivot tables to summarise vast amounts of data and professionally present the summary
- Creation and Design of Pivot Tables
- Understanding Segmentation of a Pivot table
- Changing the Design of a Pivot Table to manipulate the data
- Formatting, Sorting and Filtering Data within a Pivot Table
- Designing Missing/Error Values
- Updating Data and Refreshing Pivot Tables
- Grouping Data and Using Slicers
- Creating Calculated Fields within a Pivot Table
- Inserting Pivot Charts and Slicers
- An Introduction to the GETPIVOTDATA function
- Moving a Pivot Table
- Showing/Hiding Fields
- Clear and Delete Old Items

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Learners must have access to an active Microsoft 365 for Business Teams account and Excel (desktop version)



## Word Essentials

This course covers concepts and skills relating to the ability to use the Microsoft Word application to create everyday documents in the workplace.

### Course Outcomes

- Work with documents and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and tools to enhance productivity.
- Create and edit Word documents that will be ready to share and distribute.
- Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options.
- Insert tables, pictures and drawn objects into documents.
- Adjust document page settings and check and correct spelling before printing.
- Prepare documents for mail merge operations.

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Suitable for staff who have completed the Word Essentials course and work with Word documents on a daily basis.
- Learners must have access to an active Microsoft 365 for Business Teams account and Word (desktop version)

## Word Advanced

This course covers advanced Microsoft Word skills that can be used to produce complex documents, enhance outputs, and improve productivity.

### Course Outcomes

- Apply advanced text, paragraph, column and table formatting.
- Maintain a consistent design using paragraph styles.
- Work with referencing features like footnotes, endnotes and captions.
- Create tables of contents, indexes and cross-references.
- Enhance productivity by using fields, forms and templates.
- Apply advanced mail merge techniques.
- Collaborate and review documents. Apply document security features.
- Work with watermarks, sections, and headers and footers in a document.

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Suitable for staff who have completed the Word Essentials course and work with Word documents on a daily basis.
- Learners must have access to an active Microsoft 365 for Business Teams account and Word (desktop version)





## PowerPoint Essentials

This course covers essential concepts and skills relating to demonstrating competence in using the Microsoft PowerPoint software to produce professional slide show presentations.

### Course Outcomes

- Work with presentations and save them in different file formats, locally or in the cloud.
- Use available help resources to enhance productivity.
- Understand different presentation views and when to use them, choose different built-in slide layouts, designs and themes.
- Enter, edit and format text in presentations. Recognise good practise in applying unique titles to slides and creating consistent slide content by using the master slide.
- Choose, create and format organisational charts.
- Insert, edit and align pictures and drawn objects.
- Apply animation and transition effects to presentations, and check and correct presentation content before printing and presenting.

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Learners must have access to an active Microsoft 365 for Business Teams account and PowerPoint (desktop version)

## PowerPoint Advanced

This course sets out advanced knowledge relating to planning and designing presentations, as well as the skills needed to produce advanced presentation outputs using Microsoft PowerPoint.

### Course Outcomes

- Create and modify templates and themes, and work with slide master layouts.
- Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility.
- Create and edit diagrams.
- Insert audio and video, create audio and screen recordings, and apply built-in animation features.
- Apply Morph transitions.
- Use linking, embedding, importing to integrate data.
- Work with custom slide shows and apply slide show settings.
- Use presenter view and control a slide show.

### Course Delivery

- 3 x 2 hour interactive webinars
- All options delivered in tandem with remote course access.
- Learners must have access to an active Microsoft 365 for Business Teams account and PowerPoint (desktop version)