
Excel – Foundation 1

- Rows and Columns – number/letter reference
- Name Box
- Navigation
- AutoFill
- Home Ribbon – Clipboard, Font Area, Alignment Area, Format Painter
- Number Formats.

Excel – Foundation 2

- Revision of AutoFill and Alignment
- Column width and Row height
- Style
- Wrap Text and Merge Cells
- Insert Rows and Columns
- Hide/Unhide Rows and Columns
- Sort and Filter
- Find and Replace
- AutoSum
- Working with Formulas.

Excel – Intermediate 1

- Data Validation – allows cells to have only specific values
- Conditional Formatting – format of the cell depends on the value in the cell
- Data Transfer between worksheets
- Format as Table – Table Styles
- Charts and Graphs.

Excel – Intermediate 2

- Absolute Values
- Subtotals
- Pivot Tables
- Named Ranges
- VLOOKUP.

Excel – Advanced

- This session would be geared specifically to delegates' requirements, with the subjects to be covered being agreed prior to delivery.

Outlook – Email Fundamentals

- New email – To/CC/Attach File
- Make Subject name relevant
- Insert Attach Outlook Item
- Delete
- Create a New Folder
- Create a Task (Drag and Drop)
- Create an Appointment (Drag and Drop)
- Delete emails.

Outlook – Additional Email Features

- Signatures
- Rules
- Favourites
- Arrival Settings.

Outlook – Tasks

- Task – a piece of work defined in Outlook and tracked until its completion
- Create Categories
- Create a New Task
- Attach File
- Assign Tasks
- Send Status Report
- Mark as complete.

Outlook – Calendar

- Calendar – arrange to different views
- New Appointment
- Recurrence
- Invite attendees.

Outlook – Contacts

- Contacts v People
- New Contact
- Categories
- Create a new Contact from an email.

PowerPoint

- New Presentation
- Placeholders
- Transitions
- Animations.

Access 1

- Basic Database Concepts and Terminology
- How to create Tables and Store Data in them
- How to build Relationships between Tables.

Access 2

- Relationships
- Queries
- Criteria
- Sorting
- Importing/Exporting Data.

OneNote

- Notebooks and Sections
- Working with Pages
- Navigation
- Entering Text
- Tables
- Inserting Files
- Creating Graphical, Audio and Video Content
- Inserting Links
- Creating Sketches, Scribbles and Drawings
- Tags and To Do Lists
- Interface with Outlook
- Collaboration
- Sharing.

Word – Foundation

- Fonts
- Bullets and Numbers
- Alignment
- Headers and Footers
- Page Set Up, Page Layout
- Printing.

Word – Intermediate

- Clipboard
- Insert Tables
- Insert SmartArt.

Windows 10

- The Lock Screen
- Windows 10 Desktop
- The Start Button
- Cortana
- Live Tiles/Tile Options, Pinning/Unpinning
- Grouping Live Tiles
- Task View
- Microsoft Edge
- Notifications
- The Taskbar and Toolbars
- Gesture Controls.

Introduction to Microsoft 365

- What is Microsoft 365
- Logging into Microsoft 365 Online
- The Welcome Page
- Installing Desktop Apps
- Mobile Apps
- Microsoft 365 Menu
- Settings and Log Out
- Desktop Applications
- AutoSave
- Version History
- Uploading Attachments
- Attaching Files.

OneDrive

- OneDrive Capabilities
- OneDrive Options
- Version History
- Synching to the Desktop
- Synching Files on a Computer
- Synching SharePoint Files
- Managing OneDrive for Business
- Managing Files in File Explorer.

Introduction to SharePoint

- SharePoint Overview
- Types of SharePoint Sites
- Menu Options
- Editing a SharePoint Page
- Sections
- Web Parts
- Using a Document Library
- Editing Documents
- Co-Authoring and Collaboration
- Sharing Files and Folders.

Sharing in Microsoft 365

- Sharing from OneDrive and SharePoint
- Types of Share
- Link Settings
- Sharing and Security
- Link Sharing Options
- Sharing from Desktop Apps
- Sharing from the Desktop
- Managing Sharing and Stop Sharing.

Teams – Chat

- Chat and Instant Messaging
- Chat Management
- Audio/Video Call and Share Screen
- Add Other Contacts
- Share Files
- Working with Files
- Pinning Chats
- Filter Chats.

Teams – Calls, Activity and Settings

- Audio/Video Calls
- Calls and Contacts, Groups and Voicemails
- Presence
- Hover
- Settings
- Set Status, Out of Office Message
- Activity/Feed.

Teams – Conversations, Announcements and Channels

- Team Structure
- Join or Create a Team
- Group Conversations
- Conversations and Announcements
- Mentions
- Channels – Pinned, Hidden and Muted
- Manage Teams.

Teams – Files, Tabs and Apps

- File Collaboration – Sharing and Management
- File Collaboration – Edit Files and Conversation
- Add Tabs and Apps
- Add Apps – Websites.

Teams – Meetings

- Calendar
- Meet Now
- Create a Meeting / Scheduling
- Join Invite / Join Meetings / Join Settings
- Meeting Management / Recording Meetings
- Chat
- Participants
- Background
- Files, Notes and Whiteboard
- Screen Sharing.

Microsoft 365 – Teams Management

- Access Management Menu
- Manage Members
- Managing Channels / Add Channels
- Managing Teams – Settings.

Microsoft 365 – Meeting Management

- Meetings in Microsoft Teams
- Types of Meetings – Meet Now, New Meeting
- New Meeting in a Channel
- Meeting Options
- Admitting and Managing Delegates
- 'More Options' Menu.

Cyber Security

- Phishing
- Malware
- Securing Your Device
- Password Management
- Multi Factor Authentication
- Social Media
- Reporting.

Using Social Media to Market Your Business

- Understanding the Social Media Platforms
- Posting – Why, How, When and Where
- Facebook
- Twitter
- LinkedIn
- Action Plans
- Notes/Hints and Suggestions.