

SUCCESSFUL LEARNING SOLUTIONS

DIGITAL SKILLS COURSE OVERVIEWS: 2023



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ABOUT THE TRAINING PROVIDER



At Successful Learning Solutions (Ltd) we have a proven track record of achieving results for our clients in the field of Learning and Development. But most of all, we have a love and passion for enabling growth and success by creating a desire in our learners to enhance their knowledge, skills, talents and abilities.

As a young child takes opportunities every day to learn, grow and develop their knowledge, skills and talents - we believe this passion for learning should never stop! And with us, it never does!

Based in Edinburgh, United Kingdom - with Teams in 3 different countries, Successful Learning Solutions continues to offer proven and effective Learning Solutions on an international basis.

Here are some examples of how we support learning:

Universities and Colleges

Other Training Providers

Private Businesses and Corporates

General Public

1. **Universities** and **Colleges** use us to design and deliver skills training on an **Associate** basis.
2. Other **Training Providers** contact us when they require experienced Trainers to support them on an **Associate** basis and to deliver Apprenticeship training.
3. **Corporates** and **businesses** contact us to increase skills development within their organisation.
4. The **general public** enroll on our training courses via our [online store](#), or through [REED](#).

We offer face-to-face and live tutor-led virtual training covering the following areas:



- ✓ Management Development
- ✓ Customer Service
- ✓ Personal & Team Development and Effectiveness
- ✓ Personal Well-being
- ✓ Communication Skills
- ✓ English support for Employability
- ✓ IT Skills
- ✓ Data Analytics.

Please view our website for further details: www.SuccessfulLearningSolutions.co.uk

TRAINING DEVELOPMENT & DELIVERY

Our courses are high impact and bespoke to the needs of our clients. We skillfully adapt the delivery of our courses to the needs of our client and learner profile. We like to keep learning fun and always create a safe environment conducive to adult learning.

Although our courses vary in length, modules can be delivered across half-day sessions – if preferred. This allows for learners to minimize time out of office and allows larger clients to book more than 1 cohort for the day - where it makes sense to do so.

Suggested timings of sessions are:

- **AM Only:** 09h30 to 12h30 (this includes a 15min tea-break)
- **PM Only:** 13h00 to 16h00 (this includes a 15min tea-break)
- **Full day:** 09h30 to 16h00 (this includes two 15min tea-breaks and 45min lunch)

Evening and Saturday classes can also be accommodated – if required.

It is recommended that learners attending a PM Only session have a full lunch break prior to their attending the session.

Class delivery takes place predominantly through a variety of the following medium, methods and activity types – irrespective of whether F2F or Virtual learning is scheduled:



- Lecture and active conversations
- Video clips
- Group work (f2f and virtual)
- Research & interviews
- Role-plays
- Homework assignments
- Self and formal reflection and assessments.

Skillful facilitation techniques focus on fun, practical and relevant activities which drive meaningful and team-centered conversations and learning within a safe learning environment. This accommodates various learning styles, preferences and abilities while at the same time increasing both memory retention, confidence and practical skills.

Although meaningful and sometimes direct conversation may be had, learners are always encouraged to feel relaxed to share their own life experience and learnings where relevant – without fear of feeling victimized. A relaxed environment is important to facilitate new learning.

TRAINING RESOURCES

The following would need to be provided for and arranged by Clients for any F2F **on-site** training (Covid-related guidelines would apply, if applicable):

- **Venue:** A room large enough to facilitate team activities and group work. Desks may need to be rearranged to create an open space for activities.
- **Projector or TV** with connection for a laptop.
- **Internet / wifi:** Please confirm if this will be available for use.
- **Flipcharts / Flipchart paper and whiteboards:** These will be used for team activities.
- **Catering:** Tea / Coffee and great nibbles goes a long way to put a smile on learner's faces!

For **virtual** sessions, a stable internet connection and quiet learning area would be required by learners. Sessions can be accessed via a Zoom or Teams link at home via their laptop / mobile device or tablet.

Note: It is generally accepted that Zoom provides a superior end-user learner experience, is easier to set up – and much easier to train with.



PRICING OF OUR SERVICES AND COURSES

COLLEGES, UNIVERSITIES AND OTHER TRAINING PROVIDERS

If you are a **College, University or another Training Provider** using our services, we will negotiate with you a flat rate for training / development on your behalf, as Associate Training Consultants.

This rate remains the same, irrespective of Training Consultant or course selected **(except for premium-priced courses)**.



Note, we are VAT registered, and charge VAT (20%) on all our products and services.

Premium Pricing

A limited selection of our courses / programmes is subject to a **Premium Price Adjustment**.

The adjustment is to cover any licensing costs, and other related costs associated with developing and delivering a specialist premium course or programme.

Premium courses / programmes are indicated as follows:



The adjustment is equal to an **additional 30%** of the total cost for the training.

PRIVATE COMPANIES / CORPORATES AND MEMBERS OF THE PUBLIC

If you are a **Private Company / Corporate** or **member of the Public** looking for training, our **individual** course prices are listed on [our online store](#), and on [REED](#).

Please note, these are for individual courses being bought. If you are looking for training of **more than 3 individuals**, then please contact us for hugely **discounted** offers!

Note, we are VAT registered, and charge VAT (20%) on all our products and services.

ATTEND OUR ACCELERATED LEARNING PROGRAMMES



Our fast-track learning programmes are intensive, high energy training sessions designed to prepare and energise an individual to fulfil a particular role or function to the best of their ability.

Unlike stand-alone courses, programmes capitalise on the learning synergy created through a targeted approach to learning, over time. Attending an aligned, progressive class, with the same Training Consultant, and the same fellow-learners over time allows for the creation of wholistic, fast-paced learning.

Please review our programmes below, and identify which ones you can use to fast-track learning within your organisation or team. The details of each programme can be found within the relevant section of this catalogue – or just click on the title below:

Programme Name	Duration	Target Audience
Business English for Employability	Minimum of 4.5 days, spread over 90 minute sessions	Those who speak English to an intermediate / advanced level, yet find their command of the English language is forming a barrier to employment, learning or promotion.
Customer Service Excellence, Brand Ambassador	8 half-days	This programme is designed for those new into both the job-market, and into a customer service role. It will in a very direct and effective way help new ones become skilled, passionate and resilient in their new role. It will also help new ones quickly develop and sharpen their skills to a point where a customer would never notice that they are new to the role.
I Want to Become a Training Consultant	5 days	Those currently new to designing or delivering training and are wanting a comprehensive grounding in the field of Learning & Development.
Fast-Track Development to Management	8 half-days	This 8-week programme (8 half-days) is designed to help fast-track those who are not yet managers, but who are actively pursuing and aspiring a career in management.
Managers – Keeping your Saw and Skills Sharp	16 half-days	All managers and leaders, Team-leaders and supervisors. The only way you can manage effectively is by continually keeping YOUR saw and YOUR skills sharp. In an ambiguous era, future-fit leaders need to balance and embrace competing demands. This 16-week programme (16-half-days) is designed to keep you thinking, developing and growing as a manager. More than that, it will ensure that you bring your team with you in your development; that they too benefit from this programme. The result: A sharper, more pro-active and resilient YOU – and a team that thrives on change and a high-performance culture.

Programme Name	Duration	Target Audience
Ms Word: From Beginner to Advanced	4 days	Anyone whose role requires them to create, edit and process documents and who wants to use the modern features and AI within MS Word while integrating their learning with the skills of research and business report-writing. These new learnings when combined will ensure a learner is comprehensively adept to fulfil any position requiring these business-critical skills.
Using and Presenting with PowerPoint: From Beginner to Advanced	4 days	Anyone whose role requires them to present information. This integrated wholistic approach to PowerPoint will ensure you are noticed not only for your advanced use of PowerPoint – but also your eloquent delivery of your intended message.
Excel: From Beginner to Expert User	3.5 days	Anyone whose role requires them to work with data. This programme will fast-track your Excel knowledge, skills, and competence from a beginner to an expert level. It will give you the confidence to challenge process and procedure in the workplace; to increase productivity through automation and to stand-out in analysing and presenting data.
Excel: From Intermediate to Super-User	5 days	Anyone whose role requires them to work with large data using Excel past an advanced level. Starting at an advanced level, it will take deep-dives into various aspects of Excel to create, automate and proficiently analyse, revise and synergise many business processes and functions – including large data. This is also a natural progression from the 3.5-day 'Excel: From Beginner to Expert User – Programme'.
Data Analytics	6 days	Anyone who analyses large data, including data scientists, business analysts, researchers, and students.
Master Artificial Intelligence for Productivity	3 days	Artists, writers, bloggers, game developers, graphics designers and anyone who wants to learn more about AI tools.
AUTOCAD: From Beginner to Advanced User	8 days	Architecture, engineering, and construction businesses of any size looking to use CAD to help improve their drafting, design quality and lead times. Individuals who would like to learn the software and become Freelance Designers
Autodesk Inventor	7 days	Manufacturing & design businesses of any size looking to improve their products, production quality & lead times. Individuals who would like to learn the software and become Freelance Designers

COURSE OVERVIEWS

GENERAL DIGITAL & IT RELATED

BASIC DIGITAL INCLUSION AND IT SKILLS (1-DAY)

About this course:

Digital Inclusion courses aim to help individuals become confident and competent users of digital devices and applications. The workshops are designed for those who may feel overwhelmed or intimidated by technology, or who have limited prior experience with computers and digital devices.

The course content can be tailored to meet the specific needs and requirements of the learner(s).

Target Audience:

Individuals who want to improve their digital literacy and confidence, including those who are expected to use technology in their work and those who have limited prior experience with computers.

Attending this course will help you to:

- 🕒 Turn on and use a computer or laptop with ease.
- 🕒 Understand basic navigation, organizing, and file management.
- 🕒 Set up and use email, including sending attachments.
- 🕒 Navigate the internet with confidence.
- 🕒 Gain an overview of Microsoft Office applications such as Excel, Word, and PowerPoint
- 🕒 Use various applications on tablets and smartphones.
- 🕒 Print documents and emails with ease.
- 🕒 Explore social media platforms like LinkedIn.

Prerequisites for attending for attending:

- 🕒 No prior knowledge or experience is required.
- 🕒 A brief meeting with the client may be held to customize the course content and duration to meet the needs of the learner(s).
- 🕒 This course is designed for individuals with little to no digital skills.

HARDWARE MAINTENANCE AND TROUBLESHOOTING (HALF-DAY)

About this course:

In this course, you will learn about the latest hardware technology and how to effectively maintain and troubleshoot hardware components in your business environment. From computers to printing devices, to Wi-Fi and phones, the course covers a wide range of hardware topics.

Target Audience:

Individuals who want to improve their knowledge of hardware technology and maintenance.

Attending this course will help you to:

- 🕒 Understand PC hardware and use case scenarios.
- 🕒 Become knowledgeable about printer multi-functional devices.
- 🕒 Implement cable management tips and options.
- 🕒 Identify internal hardware components.
- 🕒 Understand both hardware and cloud storage options.
- 🕒 Troubleshoot hardware issues with confidence.

Prerequisites for attending for attending:

- 🕒 No prior knowledge or experience is required.
- 🕒 This course is a half-day course.

HARDWARE FOR ONLINE MEETINGS (HALF-DAY)

About this course:

This course is designed to provide you with the necessary information and tools to create an effective and professional setup for online meetings. From physical devices to environmental elements, this course covers everything you need to know about hardware for online meetings.

Target Audience:

Individuals who want to learn how to set up a professional and effective online meeting environment.

Attending this course will help you to:

- 🕒 Understand the importance of internet connection and latency.
- 🕒 Choose the right microphone for your needs.
- 🕒 Select the best webcam for your setup.
- 🕒 Create an optimal foreground and background for online meetings.
- 🕒 Determine the right device for online meetings.
- 🕒 Setup ergonomics for extended online meetings.
- 🕒 Understand how environmental elements can impact online meetings.

Prerequisites for attending for attending:

- 🕒 This course is a half-day course.
- 🕒 A stable internet connection is required.
- 🕒 Having a second monitor is beneficial but not required.

SOFTWARE FOR ONLINE MEETING (HALF-DAY)

About this course:

This course is designed to help you create the perfect setup for online meetings. Whether it be device drivers or background noise isolation, this course covers the software you will need to meet online professionally.

Target Audience:

Anyone who wants to improve their online meeting experience.

Attending this workshop will help you to:

- 🕒 Understand background noise isolation techniques.
- 🕒 Correct webcam picture colors.
- 🕒 Remove background video.
- 🕒 Know the best screen recording software.
- 🕒 Choose the best online meeting applications.
- 🕒 Apply effective communication strategies during video calls.

Prerequisites for attending for attending:

- 🕒 A stable internet connection
- 🕒 Having a second monitor is beneficial but not required.

INTRODUCTION TO STORYBOARD ANIMATION (1-DAY)

About this course:

In this course, you will learn the basics of creating a storyboard animation. You will be taken through the typical pipeline and will receive a solid foundation to start building your own storyboard animation.

Target Audience:

Anyone interested in learning how to create storyboard animation.

Attending this course will help you to:

- 🕒 Understand the layout of a Storyboard.
- 🕒 Know how to create and edit Storyboard characters.
- 🕒 Fully customize text speed and visuals
- 🕒 Understand advanced functions.
- 🕒 Create your own Storyboards from scratch.

Prerequisites for attending for attending:

- 🕒 This is a 1-Day course.
- 🕒 No prior knowledge is required.
- 🕒 Video scribe software is required.

USING ZOOM FOR INTERACTIVE BUSINESS (HALF-DAY)

Attending this workshop will help you to

- 🕒 Explore various pricing options for Zoom.
- 🕒 Set up and schedule meetings/classes in Zoom.
- 🕒 Confidently run virtual classes in Zoom.
- 🕒 Enhance session security and user experience with various settings.
- 🕒 Learn about various security features offered by Zoom.

MAKING THE MOST OF SOCIAL MEDIA: OVERVIEW (HALF-DAY)

About this course:

This workshop is designed for individuals new to social media who want to understand and explore the potential business and personal benefits. The session will cover the basic concepts and tools of social media, including Facebook, LinkedIn, Twitter, Instagram, and others. This is not an in-depth training for online marketing tools and techniques.

Target Audience:

Individuals new to social media who are wanting to understand and explore potential business and personal benefits.

Attending this workshop will help you to:

- 🕒 Familiarize yourself with various social media tools.
- 🕒 Become confident in understanding the purpose of each tool.
- 🕒 Understand basic cyber security techniques.
- 🕒 Open and connect on relevant tools.

Prerequisites for attending for attending:

- 🕒 No prior knowledge is required.

LINKEDIN INTRODUCTION (HALF-DAY)

About this course:

LinkedIn is a professional networking and career development platform that connects individuals and businesses. In this course, attendees will gain a comprehensive understanding of how to create a professional profile on the platform. The course will cover all aspects of creating a strong profile. Additionally, attendees will learn how to effectively leverage the various features within LinkedIn to connect with other professionals, expand their network and potentially enhance their career prospects.

Target Audience:

Anyone who wants to build their professional connections and stand out among the competition on LinkedIn.

Attending this workshop will help you to:

- 🕒 Build your connections on LinkedIn.
- 🕒 Make the most of other profiles on the platform.
- 🕒 Highlight your skills and get endorsed.
- 🕒 Set up your profile.
- 🕒 Understand how to navigate the LinkedIn platform effectively.

Prerequisites for attending for attending:

- 🕒 No prior knowledge is required.

How SMART IS YOUR SMARTPHONE (HALF-DAY)

About this course:

This half-day course is designed for individuals who are new to smartphones and want to learn how to effectively use their device. The course will cover all the basics of smartphone usage, from navigating and adjusting settings and icons, to familiarizing themselves with various tools and applications.

Target Audience:

Beginner smartphone users who want to learn how to effectively use their device.

Attending this workshop will help you to:

- 🕒 Navigate and adjust settings and icons
- 🕒 Familiarize yourself with various tools, such as:
 - ✓ Setting up and using email
 - ✓ Using the calendar
 - ✓ Setting up and using WhatsApp
 - ✓ Taking, editing, saving and sharing photos
 - ✓ Using Google and Google Maps
 - ✓ Exploring voice to text functionality
 - ✓ Bluetooth
- 🕒 Become confident in searching and downloading various relevant apps (e.g. transport, weather, news, etc.)
- 🕒 Understand how to download the app, and register (in your own time) for internet banking.

Prerequisites for attending for attending:

- 🕒 No prior knowledge is required.

CYBER SECURITY AWARENESS (HALF-DAY)





About this course:

This half-day workshop is designed to raise awareness of the risks inherent in the cyber world and to provide strategies to help individuals reduce the risk of a cyber security breach in their personal life.

Target Audience:

Anyone who uses the internet and wants to understand the potential risks and how to protect themselves.

Attending this workshop will help you to:

-  Understand the risks inherent in the cyber world.
-  Learn about general internet and website safety, including the use of secure passwords.
-  Explore various types of hacking and how to avoid and protect yourself from them.
-  Develop an action plan to reduce the risk of a cyber security breach in your personal life.

Prerequisites for attending for attending:

-  No prior knowledge is required.

PRINCIPLES FOR ACCESSIBILITY (1-DAY)

About this course:

The Principles for Accessibility course is designed to help attendees understand the basics of web content accessibility and the importance of applying the industry standard guidelines, known as the Perceivable, Operable, Understandable, and Robust (POUR) principles. The course will cover various aspects of accessibility, including the experiences of people with disabilities, regulations, and much more.

Target Audience:

Anyone interested in improving their understanding of accessibility and how to create accessible content.

Attending this course will help you to:

- 🕒 Understand the experiences of people with disabilities.
- 🕒 Know the regulations and the business case for accessibility.
- 🕒 Write readable text content and to avoid using block capitals and italics
- 🕒 Create accessible office documents (Word, Excel, PowerPoint)
- 🕒 Understand the basics of web accessibility (WCAG principles, alt text, no moving text, creating content in a CMS, SharePoint)
- 🕒 Learn advanced web accessibility (Detailed WCAG, ARIA, semantics, testing)
- 🕒 Create accessible PDFs (without Acrobat and with Acrobat)
- 🕒 Create accessible presentations and live events
- 🕒 Create accessible pre-recorded videos and social media posts
- 🕒 Understand procuring accessible digital services

Prerequisites for attending for attending:

- 🕒 No Prerequisites for attending are required for this course.

ESSENTIAL COMPUTER SKILLS (MAC) (HALF-DAY)

About this course:

Have you recently transitioned to Mac OS, or are you looking for a guide to the features your computer has to offer? In this course, we will show you how to navigate the Mac OS with keyboard shortcuts and other quick features that will allow you to be efficient.

Target Audience:

Anyone who has recently transitioned to Mac OS or wants to improve their knowledge of the platform.

Attending this workshop will help you to:

- 🕒 Know the easiest way to get things done on your Mac OS.
- 🕒 Keep your OS organised.
- 🕒 Modify your environment.
- 🕒 Utilise all the tool available to you.
- 🕒 Save time improving your workflow.

Prerequisites for attending:

- 🕒 Stable internet connection.
- 🕒 Mac computer.
- 🕒 No prior knowledge is required.

MACBOOK - INSTALLING AND USING PARALLELS FOR WINDOWS (1-DAY)

About this course:

Parallels Desktop is a software application that allows you to run Windows programmes on a Mac without the need for a separate computer or rebooting. In this 1-Day course, participants will learn how to download, install, configure, and effectively use Parallels Desktop for Mac, including optimising performance for the new MacBook M1 chips and Windows 11.

Target Audience:

Anyone who needs to run Windows programmes on their Mac or anyone making the switch from PC to Mac and needs to transfer their data.

Attending this course will help you to:

- 🕒 Understand what Parallels Desktop is and how it works.
- 🕒 Download and configure the installation for optimal performance.
- 🕒 Install Parallels on your MacBook.
- 🕒 Configure Parallels for efficiency and security.
- 🕒 Download and install Windows within Parallels.
- 🕒 Optimise Windows for best performance.
- 🕒 Install Parallels Toolbox.
- 🕒 Ensure best practice use of Windows apps on MacBook via Parallels.

Prerequisites for attending:

- 🕒 No previous prerequisites for attending are required.
- 🕒 Learners must have access to Parallels.

MICROSOFT WORD, POWERPOINT & EXCEL

MS WORD: FROM BEGINNER TO ADVANCED – PROGRAMME (4-DAYS)

About this programme:

Microsoft Word is used to make professional-quality documents, letters, reports, etc, MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way. MS Word is also an essential application for educational purposes. In this digital age, it is easier to take notes without using notebooks. We can create notes that include diagrams, graphs, tables, and smart art, among other things.

This programme is designed to fast-track your knowledge of advanced functions that MS Word has to offer; thereby increasing both your productivity and the professional appearance of your document.

However, MS Word is only an IT Programme. It can only do so much.

Attending this programme will help you use the modern features and AI within MS Word and **integrate** your learning with the skills of **research** and **business report-writing**. These new learnings when combined will ensure you are comprehensively adept to fulfil any position requiring these business-critical skills.

Target Audience:

- 🕒 Anyone whose role requires them to create, edit and process documents.

This programme will integrate the following learning:

- 🕒 Word Introduction
- 🕒 Word Intermediate
- 🕒 Word Advanced
- 🕒 Research skills
- 🕒 Effective business report-writing.

Prerequisites for attending:

- 🕒 No prior knowledge is required.
- 🕒 A second monitor is recommended but not required.
- 🕒 A stable internet connection is required.
- 🕒 Microsoft 365 license with Microsoft Word installed.

MICROSOFT WORD – INTRODUCTION (HALF-DAY)

About this course:

This workshop is designed for beginners who want to learn the basic principles of using MS Word. Through hands-on exercises and applied learning, attendees will learn how to save their files, use shortcuts to enable commands, enter and format data, apply margins, and effectively use the ruler to enhance their document. They will also learn how to create and format paragraphs and bullets, as well as confidently print their document with various settings.

Target Audience:

Anyone who is new to MS Word and wants to develop their basic IT skills.

Attending this course will help you to:

- 🕒 Understand basic, but functional, principles of using MS Word.
- 🕒 Practice various options of saving your file.
- 🕒 Use short-cuts to enable commands.
- 🕒 Enter, edit and format data through the menu and icons.
- 🕒 Apply the use of margins.
- 🕒 Understand and effectively use the ruler to enhance your document.
- 🕒 Create, format and edit paragraphs and bullets.
- 🕒 Confidently print your document, with various settings.

Prerequisites for attending:

- 🕒 No prior knowledge of MS Word is required.

MICROSOFT WORD – INTRODUCTION (1-DAY)










About this course:

This 1-Day workshop is designed for beginners who want to learn the basic principles of using MS Word. Attendees will have the opportunity to expand their skills and knowledge beyond the half-day workshop, with hands-on exercises and applied learning. They will learn how to save their files, use shortcuts to enable commands, enter and format data, apply margins and many more skills.


Target Audience:

Anyone who is new to MS Word and wants to develop their basic IT skills.

Attending this course will help you to:

-  Understand basic, but functional, principles of using MS Word.
-  Practice various options of saving your file.
-  Use short-cuts to enable commands.
-  Enter, edit and format data through the menu and icons.
-  Apply the use of margins.
-  Understand and effectively use the ruler to enhance your document.
-  Create, format and edit paragraphs, bullets and basic tables within your document.
-  Find and replace functions.
-  Confidently print your document, with various settings.

Prerequisites for attending:

-  No prior knowledge of MS Word is required.

MICROSOFT WORD – INTERMEDIATE (HALF-DAY)

About this course:

This intermediate-level Word workshop is designed to help you expand your knowledge and skills in Microsoft Word. You will learn how to insert, edit, format and position pictures, objects, shapes, and much more.

Target Audience:

Anyone looking to improve their knowledge and skills in Microsoft Word while already understanding the basics.

Attending this course will help you to:

- 🕒 Insert, edit, format and position:
- 🕒 pictures
- 🕒 objects
- 🕒 shapes
- 🕒 text boxes and quick parts
- 🕒 headers and footers within your document.
- 🕒 Understand background options settings.
- 🕒 Explain and use page vs section breaks.
- 🕒 Apply styles, word art, signature lines, watermarks and page borders within your document.
- 🕒 Insert comments.

Prerequisites for attending:

- 🕒 Basic understanding of Microsoft Word

Note: Less time is spent in exercises and applied learning when a half-day session is conducted.

MICROSOFT WORD – INTERMEDIATE (1-DAY)

About this course:

This intermediate-level Word workshop is designed to help you further expand your knowledge and skills in Microsoft Word. You will learn how to insert, edit, format and position pictures, screenshots, objects, shapes, text boxes, quick parts, headers and footers within your document, along with much more.

Target Audience:

Anyone looking to expand their existing knowledge and skills in Microsoft Word beyond the basics

Attending this course will help you to:

- 🕒 Insert, edit, format and position:
 - ✓ pictures
 - ✓ screenshots
 - ✓ objects
 - ✓ shapes
 - ✓ text boxes and quick parts
 - ✓ headers and footers within your document.
- 🕒 Understand background options settings.
- 🕒 Explain and use page vs section breaks.
- 🕒 Create links within your document to external websites.
- 🕒 Apply styles, wordart, signature lines, watermarks and page borders within your document.
- 🕒 Insert comments.
- 🕒 Create an automatically linked and updateable contents page.
- 🕒 Create a professional looking cover page.
- 🕒 Print envelopes and labels.

Prerequisites for attending:

- 🕒 Basic understanding of Microsoft Word

MICROSOFT WORD – ADVANCED (HALF-DAY)

About this course:

This workshop is designed to help advanced Microsoft Word users take their skills to the next level. Participants will learn various new skills and features within Microsoft Word. This workshop is focused around working with tables, security and formatting.

Target Audience:

Users who are already proficient in Microsoft Word and want to expand their knowledge and skills.

Attending this course will help you to:

- 🕒 Insert, edit, format, and position tables:
 - ✓ Apply advanced table styles and formats.
 - ✓ Convert text into tables.
 - ✓ Convert tables into text.
 - ✓ Sort tables
- 🕒 Customize the menu, including adding favorite functions to a custom menu name.
- 🕒 Protect the document.
- 🕒 Compare documents functionality.
- 🕒 Insert, edit, format, and position:
 - ✓ Videos
 - ✓ Charts
 - ✓ Embedded files

Prerequisites for attending:

- 🕒 Participants should have a working knowledge of Microsoft Word prior to attending this workshop.

Note: Less time is spent in exercises and applied learning when a half-day session is conducted.

MICROSOFT WORD – ADVANCED (FULL DAY)

About this course:

This workshop is designed to help advanced Microsoft Word users take their skills to the next level. Participants will learn various new skills and features within Microsoft Word. This workshop is focused around working with tables, security, and formatting.

Note: Our advanced courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

Individuals who are comfortable with the basics of Microsoft Word and want to enhance their skills and become more efficient in their daily tasks.

Attending this course will help you to:

- 🕒 Understand and apply advanced table styles and formats in Word.
- 🕒 Convert text into tables and vice versa.
- 🕒 Sort tables and use formulas in tables.
- 🕒 Customize the menu by adding your favorite functions under your own menu name.
- 🕒 Protect your document for confidentiality and security.
- 🕒 Use the track changes feature to track and review edits in the document.
- 🕒 Compare two documents to identify changes and differences.
- 🕒 Insert and format videos, charts, and embedded files.
- 🕒 Perform mail merging with external data sources.
- 🕒 Apply and use templates to create consistent and professional documents.

Prerequisites for attending:

- 🕒 A working knowledge of Microsoft Word is required.
- 🕒 Prior attendance of the Microsoft Word - Intermediate course is recommended but not mandatory.

USING AND PRESENTING WITH POWERPOINT: FROM BEGINNER TO ADVANCED – PROGRAMME (4-DAYS)

About this programme:

Microsoft PowerPoint is a presentation programme, used to create presentations by adding text, images, art, videos, transitions, animations, and cinematic motion. But it's not just an IT tool to create presentations. It's not just about learning what buttons to push...

The act of creating a PowerPoint deck – putting ideas 'on paper' – forces the presenter to hone their message. By going through this process, they become more familiar with their content. This refinement exercise gives them a better chance of delivering a well-crafted and well-executed presentation. Think of it as a series of practice sessions that solidify a presenter's ideas in their own mind, resulting in a stronger, more focused presentation.

This integrated wholistic approach to PowerPoint will ensure you are noticed not only for your advanced use of PowerPoint – but also your eloquent delivery of your intended message.

Target Audience:

Anyone whose role requires them to present information.

This programme will integrate the following learning:

- 🕒 PowerPoint Introduction
- 🕒 PowerPoint Intermediate
- 🕒 PowerPoint Advanced
- 🕒 Creating compelling presentations for public speaking or training
- 🕒 New related AI releases and best practice.

Prerequisites for attending:

- 🕒 No prior knowledge is required.
- 🕒 A second monitor is recommended but not required.
- 🕒 A stable internet connection is required.
- 🕒 Microsoft 365 license with Microsoft PowerPoint installed.

MICROSOFT POWERPOINT INTRODUCTION (HALF-DAY)

About this course:

Microsoft PowerPoint is a widely used presentation software that allows individuals and organizations to create engaging and professional presentations. This course is designed for beginners who are new to the software and aims to provide a solid understanding of the basic principles of using Microsoft PowerPoint.

Target Audience:

Anyone who is new to Microsoft PowerPoint and wants to learn the basics of creating presentations.

Attending this course will help you to:

- 🕒 Understand basic, but functional, principles of using MS PowerPoint
- 🕒 Practice various options of saving your file.
- 🕒 Use short-cuts to enable commands.
- 🕒 Enter, edit, and format data through the menu and icons.
- 🕒 Apply the use of text boxes.
- 🕒 Working with slides:
 - ✓ Sorting
 - ✓ Moving/Copying
 - ✓ Deleting
 - ✓ Duplicating
 - ✓ Transitioning to the next slide
- 🕒 Create, format and edit paragraphs, bullets, and basic tables within your slides.
- 🕒 Work with slide options, including:
 - ✓ Normal
 - ✓ Outline
 - ✓ Slide Sorter
- 🕒 Confidently print your document with various settings
- 🕒 Run a basic slide show (excluding the features of presenter view)

Prerequisites for attending for attending:

- 🕒 No prior knowledge is required.

Note: Less time is spent in exercises and applied learning when a half-day session is conducted.

MICROSOFT POWERPOINT INTRODUCTION (1-DAY)

About this course:

Microsoft PowerPoint is a widely used presentation software that allows individuals and organizations to create engaging and professional presentations. This course is designed for beginners who are new to the software and aims to provide a solid understanding of the basic principles of using Microsoft PowerPoint.

Target Audience:

This workshop is designed for beginners who want to learn the basics of Microsoft PowerPoint.

Attending this course will help you to:

- 🕒 Understand basic, but functional, principles of using MS PowerPoint.
- 🕒 Practice various options of saving your file.
- 🕒 Use short-cuts to enable commands.
- 🕒 Enter, edit, and format data through the menu and icons.
- 🕒 Apply the use of margins and text boxes.
- 🕒 Working with slides:
 - ✓ Sorting
 - ✓ Moving/Copying
 - ✓ Deleting
 - ✓ Duplicating
 - ✓ Formatting background
 - ✓ Transitioning to next slide
 - ✓ Create, format, and edit paragraphs, bullets, and basic tables within your slides.
- 🕒 Work with slide options:
 - ✓ Normal
 - ✓ Outline
 - ✓ Slide sorter
- 🕒 Confidently print your document with various settings
- 🕒 Run a basic slide show.

Prerequisites for attending:

- 🕒 No prior knowledge is required for this workshop.

MICROSOFT POWERPOINT – INTERMEDIATE (HALF-DAY)

About this course:

This workshop is designed to take your Microsoft PowerPoint skills to the next level. The course will cover the intermediate-level techniques and features of PowerPoint, enabling you to create professional presentations that engage your audience and effectively convey your message.

Target Audience:

Anyone who is familiar with the basics of PowerPoint and wants to enhance their skills.

Attending this course will help you to:

- 🕒 Insert, edit, format, copy, cut, and position.
- 🕒 Audio
- 🕒 Pictures
- 🕒 Photos
- 🕒 Charts
- 🕒 Objects
- 🕒 shapes, and text boxes within your slides.
- 🕒 Change and re-arrange your menu options, icons, and quick access toolbar.
- 🕒 Create single advanced animations in your slides.

Prerequisites for attending:

- 🕒 No prior knowledge is required for this workshop.

Note: Less time is spent in exercises and applied learning when a half-day session is conducted.

MICROSOFT POWERPOINT – INTERMEDIATE (1-DAY)

About this course:

This workshop is designed to take your Microsoft PowerPoint skills to the next level. The course will cover the intermediate-level techniques and features of PowerPoint, enabling you to create professional presentations that engage your audience and effectively convey your message.

Target Audience:

Anyone who has a basic understanding of Microsoft PowerPoint and wants to improve their skills, or anyone who wants to create more engaging and dynamic presentations.

Attending this course will help you to:

- 🕒 Insert, edit, format, copy, cut and position videos, audio/music, pictures, photos, charts, screenshots, objects, shapes and text boxes within your slides.
- 🕒 Change and re-arrange your menu options, icons, and quick access toolbar.
- 🕒 Use pre-set themes.
- 🕒 Create links within your presentation to external websites and other slides.
- 🕒 Create single and multiple advanced animations in your slides.
- 🕒 Use and manipulate master views, including the slide master, handout master, and notes master.
- 🕒 Present the slides using key and advanced presentation features.
- 🕒 Use templates.

Prerequisites for attending:

- 🕒 Learners should have a basic understanding of Microsoft PowerPoint.
- 🕒 No prior knowledge of advanced features is required.

MICROSOFT POWERPOINT - ADVANCED (1-DAY)

About this course:

This advanced workshop for Microsoft PowerPoint is designed for individuals who want to take their presentation skills to the next level. During this 1-Day workshop, you'll learn how to create master slides, add slide layouts, and use smart art to create stunning presentations that will engage your audience. Additionally, you'll learn how to use the Morph Transition, the Zoom feature, recording options, and how to compress your file without losing quality.

Note: Our advanced courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

Individuals who want to improve their presentation skills and create effective, professional presentations.

Attending this course will help you to:

- 🕒 Create your own master slides in Slide Master
- 🕒 Change Slide Master colours to match your corporate identity colours.
- 🕒 Add Slide Layouts to Slide Master
- 🕒 Use and animate Smart Art
- 🕒 Understand why and how to use a roadmap throughout your presentation.
- 🕒 Understand and effectively use the Morph Transition.
- 🕒 Use Zoom for professional navigation and transition.
- 🕒 Understand and use recording options.
- 🕒 Compress your file without losing quality.
- 🕒 Create simple yet amazing presentations that absolutely wow your target audience.

Prerequisites for attending:

- 🕒 A working knowledge of Microsoft PowerPoint is recommended for this advanced workshop.

EXCEL: FROM BEGINNER TO EXPERT USER – PROGRAMME (3.5-DAYS)

About this programme:

Microsoft Excel is essential software that helps in solving business problems. Excel is widely used by many professionals from various professions including Data Analyst, Accounting and Management, Data Entry and even strategizing financial models for the company.

Excel dominates the business world... and that's not about to change.

This programme will fast-track your Excel knowledge, skills, and competence to an Expert level. It will give you the confidence to challenge process and procedure in the workplace; to increase productivity through automation and to stand-out in analysing and presenting data.

Some features include calculation or computation capabilities, graphing tools, pivot tables and macros. It has the basic features to organize data manipulations like arithmetic operations. It has a battery of supplied functions to answer statistical, engineering, and financial needs. In addition, it can display data as line graphs, histograms and charts.

Target Audience:

- 🕒 Anyone whose role requires them to work with data.

This programme will integrate the following learning:

- 🕒 Excel Introduction
- 🕒 Excel Intermediate
- 🕒 Excel Advanced
- 🕒 Excel Expert.

Prerequisites for attending:

- 🕒 No prior knowledge is required.
- 🕒 A second monitor is recommended but not required.
- 🕒 A stable internet connection is required.
- 🕒 Microsoft 365 license with Microsoft Excel installed.

EXCEL: FROM INTERMEDIATE TO SUPER-USER – PROGRAMME (5-DAYS)

About this programme:

Microsoft Excel is essential software that helps in solving business problems. Excel is widely used by many professionals from various professions including Data Analyst, Accounting and Management, Data Entry and even strategizing financial models for the company.

This program fast-tracks learners who are currently using Excel on a day-to-day basis at an intermediate level to that of a Super-User.

Starting at an advanced level, it will take deep-dives into various aspects of Excel to create, automate and proficiently analyse, revise and synergise many business processes and functions – including large data.

This is also a natural progression from the 3.5-day 'Excel: From Beginner to Expert User – Programme.'

Target Audience:

- 🕒 Anyone whose role requires them to work with large data using Excel to an advanced level.

This programme will integrate the following learning:

- 🕒 Excel Advanced & Expert
- 🕒 Deep-Dives into:
 - ✓ Cleaning and analysing large data-sets
 - ✓ Pivot tables
 - ✓ Creating compelling interactive dashboards and graphs
 - ✓ Automation through Macro's.

Prerequisites for attending:

- 🕒 A working knowledge of Excel at an Intermediate Level.
- 🕒 A second monitor is recommended but not required.
- 🕒 A stable internet connection is required.
- 🕒 Microsoft 365 license with Microsoft Excel installed.

MICROSOFT EXCEL – INTRODUCTION (HALF-DAY)

About this course:

Microsoft Excel is a spreadsheet application developed by Microsoft that is widely used for data analysis, calculation, and visual representation. This introductory course will cover the basics of Microsoft Excel and help you to get started with the programme.

Target Audience:

Anyone who wants to learn Microsoft Excel, especially beginners.

Attending this course will help you to:

- 🕒 Learn valuable shortcuts of navigation, selection, and commands (with and without a mouse)
- 🕒 Confidently enter and manipulate data into a spreadsheet.
- 🕒 Become confident in formatting a spreadsheet.
- 🕒 Change the structure of a spreadsheet.
- 🕒 Apply basic formula to your spreadsheet.
- 🕒 Apply various print-options.
- 🕒 Develop a fully functioning spreadsheet from scratch.

Prerequisites for attending:

- 🕒 No prior knowledge is required.

Note: Less time is spent in exercises and applied learning when a half-day session is conducted.

MICROSOFT EXCEL – INTRODUCTION (1-DAY)

About this course:

Microsoft Excel is a spreadsheet application developed by Microsoft that is widely used for data analysis, calculation, and visual representation. This introductory course will cover the basics of Microsoft Excel and help you to get started with the programme.

Target Audience:

Anyone who wants to gain a comprehensive understanding of Microsoft Excel and its features.

Attending this course will help you to:

- 🕒 Learn valuable shortcuts of navigation, selection, and commands (with and without a mouse)
- 🕒 Confidently enter and manipulate data into a spreadsheet.
- 🕒 Become confident in formatting a spreadsheet.
- 🕒 Change the structure of a spreadsheet.
- 🕒 Apply basic formulas to your spreadsheet.
- 🕒 Understand the principle of absolute vs relative referencing.
- 🕒 Apply various print options.
- 🕒 Insert and format graphs/charts.
- 🕒 Develop a fully functioning spreadsheet from scratch.

Prerequisites for attending for attending:

- 🕒 No prior knowledge is required.

MICROSOFT EXCEL – INTERMEDIATE (HALF-DAY)

About this course:

This intermediate-level workshop is designed to help participants take their Excel skills to the next level. The course will focus on shortcuts for navigation, selection, and commands, as well as the application of exciting formulas to save time and improve efficiency. Participants will also learn how to protect their worksheets and workbooks, apply data validation techniques, manipulate text data through formula, and link cells, worksheets, and workbooks for dynamic automatic reporting.

Target Audience:

Individuals with a basic knowledge of Excel who want to improve their skills and increase efficiency.

Attending this course will help you to:

- 🕒 Learn great shortcuts of navigation, selection, and commands.
- 🕒 Apply exciting formulas to save time, such as if statements, sum-if, and count-if
- 🕒 Protect your worksheets and workbooks.
- 🕒 Apply data validation techniques to automate functions.
- 🕒 Manipulate text data through formula.
- 🕒 Work efficiently with relative and absolute referencing.
- 🕒 Link cells, worksheets, and workbooks to create dynamic automatic reports.

Prerequisites for attending:

- 🕒 A basic understanding of Excel is recommended.

Note: Less time is spent in exercises and applied learning when a half-day session is conducted.

MICROSOFT EXCEL – INTERMEDIATE (1-DAY)

About this course:

This intermediate-level workshop is designed to help participants take their Excel skills to the next level. The course will focus on shortcuts for navigation, selection, and commands, as well as the application of exciting formulas to save time and improve efficiency. Participants will also learn how to protect their worksheets and workbooks, apply data validation techniques, manipulate text data through formula, and link cells, worksheets, and workbooks for dynamic automatic reporting.

Target Audience:

Individuals with a basic knowledge of Excel who want to improve their skills and increase efficiency.

Attending this course will help you to:

- 🕒 Learn great shortcuts of navigation, selection, and commands.
- 🕒 Apply exciting formulas to save time, such as if statements, sum-if, and count-if
- 🕒 Protect your worksheets and workbooks.
- 🕒 Apply data validation techniques to automate functions.
- 🕒 Manipulate text data through formula.
- 🕒 Work efficiently with relative and absolute referencing.
- 🕒 Link cells, worksheets, and workbooks to create dynamic automatic reports.

Prerequisites for attending:

- 🕒 A basic understanding of Excel is recommended.

MICROSOFT EXCEL – ADVANCED (HALF-DAY)

About this course:

This advanced-level Excel workshop is designed for individuals who are already proficient in the basics of Microsoft Excel and want to take their skills to the next level. You will learn how to apply advanced formulas, customise the menu and automate the analysis of data. This workshop is ideal for anyone who uses Excel in their daily work or who wants to improve their data analysis skills.

Target Audience:

Individuals who have a working knowledge of Microsoft Excel and want to enhance their skills.

Attending this course will help you to:

- 🕒 Effectively apply v-lookups in your spreadsheets.
- 🕒 Use multiple nested formula within a single cell.
- 🕒 Customise the menu, even including your favorite functions under your own menu-name.
- 🕒 Create your own customised auto-fill lists.
- 🕒 Automate the analysis of data through advanced custom conditional-formatting rules.
- 🕒 Apply and define names to cells and ranges.

Prerequisites for attending:

- 🕒 Learners should have attended a beginner or intermediate level course in Microsoft Excel.
- 🕒 Working knowledge of Microsoft Excel is required.

Note: Less time is spent in exercises and applied learning when a half-day session is conducted.

MICROSOFT EXCEL – ADVANCED (1-DAY)

About this course:

This advanced-level Excel workshop is designed for individuals who are already proficient in the basics of Microsoft Excel and want to take their skills to the next level. You will learn how to apply advanced formulas, customise the menu and automate the analysis of data. This workshop is ideal for anyone who uses Excel in their daily work or who wants to improve their data analysis skills.

Note: Our advanced courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

Individuals who have a working knowledge of Microsoft Excel and want to enhance their skills.

Attending this course will help you to:

- 🕒 Effectively apply v-lookups and x-lookups in your spreadsheets.
- 🕒 Work confidently with pivot tables, creating dynamic reports and graphs in minutes.
- 🕒 Record macros to automate repetitive tasks.
- 🕒 Use multiple nested formula within a single cell.
- 🕒 Customise the menu, even including your favourite functions under your own menu-name.
- 🕒 Create your own customised auto-fill lists.
- 🕒 Automate the analysis of data through advanced custom conditional-formatting rules.
- 🕒 Apply and define names to cells and ranges.
- 🕒 Data forecasting: what-if and scenario manager.
- 🕒 Use formula auditing tools for problem solving.

Prerequisites for attending:

- 🕒 Learners should have attended a beginner or intermediate level course in Microsoft Excel.
- 🕒 Working knowledge of Microsoft Excel is required.

MICROSOFT EXCEL – EXPERT (1-DAY)

About this course:

This expert-level Excel workshop is designed for advanced users who want to take their Excel skills to the next level. In this 1-Day course, participants will learn how to write custom functions, perform advanced lookups and filters, manage workbook versions, create custom number formats, and much more. An introduction to the Visual Basic editor for coding macros will also be included.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

Individuals who have a solid understanding of Microsoft Excel and want to expand their knowledge and skills.

Attending this course will help you to:

- 🕒 Write and use custom functions using Lambda and Let
- 🕒 Perform advanced lookups and filters using the Filter function.
- 🕒 Copy macros between workbooks.
- 🕒 Manage workbook versions.
- 🕒 Configure formula calculation options.
- 🕒 Configure editing and display languages.
- 🕒 Create custom number formats.
- 🕒 Group and ungroup data.
- 🕒 Use advanced date and time functions.
- 🕒 Use advanced data analyses functions like AND(), OR(), NPER(), PMT()
- 🕒 Monitor cells and formulas using the Watch Window.
- 🕒 Get an introduction to the Visual Basic editor.
- 🕒 Create and modify advanced charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts.

Prerequisites for attending:

- 🕒 Participants should have an advanced understanding of Microsoft Excel
- 🕒 A stable internet connection is required.
- 🕒 Having a second display is recommended but not required.

USING EXCEL TO CLEAN DATA PRIOR TO ANALYSIS (1-DAY)

About this course:

Learn amazing tips and tricks to help you clean data in Excel with the help of this 1-Day workshop. This course covers various functions such as TRIM, PROPER, and CLEAN functions to trim text, resizing and formatting data, and using Paste Values in Paste Special. You will also learn how to remove blank rows, use Find and Replace and SUBSTITUTE formulas, fix date problems, and format dates properly. The course also covers how to import data from external sources and use delimiters.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

Anyone who is working with data in Excel and wants to clean it for analysis purposes.

Attending this workshop will help you to:

- 🕒 Understand the importance of working with a clean dataset.
- 🕒 Know the basics of cleaning data.
- 🕒 Spell check your data.
- 🕒 Remove duplicate rows.
- 🕒 Find and replace text.
- 🕒 Change the case of text.
- 🕒 Remove spaces and non-printing characters from text.
- 🕒 Fix numbers and number signs
- 🕒 Fix dates and times
- 🕒 Merge and split columns
- 🕒 Transform and rearrange columns and rows.
- 🕒 Reconcile table data by joining or matching.

Prerequisites for attending:

- 🕒 An intermediate working knowledge of Excel is recommended

MICROSOFT EXCEL MACROS DEEP DIVE (1-DAY)

About this course:

In this course, participants will be introduced to Excel macros and then develop a deeper understanding of advanced and custom macros including an introduction to VB coding for macros. Excel macros allow you to automate repetitive tasks and streamline your work processes.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

- 🕒 Anyone who wants to take their Microsoft Excel skills to the next level, automate tasks and streamline their work processes.

Attending this course will help you to:

- 🕒 Introduction to macros.
- 🕒 How to use the macro recorder.
- 🕒 Save your file with support for macros.
- 🕒 Using absolute versus relative cell referencing when recording.
- 🕒 Using absolute AND relative cell referencing when recording.
- 🕒 Run a macro from a button you create.
- 🕒 Use keyboard shortcuts to navigate during recording to get the correct result.
- 🕒 Apply macros to different sized data sets.
- 🕒 Add macro to Excel menu tabs.
- 🕒 Introduction to the VBA Editor.
- 🕒 Add IF condition to macro-VBA code.
- 🕒 Add Loop to macro-VBA code.
- 🕒 Introduction to debugging VBA code.
- 🕒 Copy macros between workbooks.

Prerequisites for attending:

- 🕒 basic understanding of Microsoft Excel.
- 🕒 Stable internet connection.
- 🕒 No previous understanding of macros is required.
- 🕒 Having a second display is beneficial but not required.

MICROSOFT EXCEL CHARTS DEEP DIVE (1-DAY)

About this course:

The goal of this course is to teach participants how to build advanced charts in Microsoft Excel that are easy to read, interactive, and dynamic. The focus will be on creating charts that effectively tell a story about the data and provide additional insights to the reader.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

- 🕒 Individuals with an intermediate understanding of Microsoft Excel who want to enhance their chart building skills and create more advanced and interactive charts.

Attending this course will help you to:

- 🕒 Build column charts with percentage change.
- 🕒 Construct a conditional doughnut progress chart.
- 🕒 Create an interactive histogram with details.
- 🕒 Develop a dynamic histogram or frequency distribution chart.
- 🕒 Build an annual trend with monthly details.
- 🕒 Create an interactive waterfall chart.
- 🕒 Add variance to clustered charts.
- 🕒 Build an actual vs. multiple targets chart.
- 🕒 Create a stacked bar with dynamic data labels.
- 🕒 Build a comparative distribution chart.
- 🕒 Implement a zoom on charts macro.

Prerequisites for attending:

- 🕒 An intermediate understanding of Microsoft Excel is required.
- 🕒 A stable internet connection is required.
- 🕒 Having a second display is beneficial but not required.

MICROSOFT EXCEL PIVOT TABLES DEEP DIVE (1-DAY)

About this course:

In this course, participants will delve into the powerful features of Microsoft Excel pivot tables. From the basics of pivot tables to advanced features such as custom groupings and calculated fields, participants will learn how to effectively analyse and visualize their data. The course will also introduce Microsoft Power Pivot, offering even more options for data analysis.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

- 🕒 Anyone who works with data and wants to improve their data analysis skills or wants to take their pivot table skills to the next level.

Attending this course will help you to:

- 🕒 Understand the basics of pivot tables.
- 🕒 Convert data to tables.
- 🕒 Adjust field list settings.
- 🕒 Create multiple reports with one click.
- 🕒 Add data bars to pivot tables.
- 🕒 Master pivot table settings
- 🕒 Add and remove calculated fields to pivot tables.
- 🕒 Calculate the difference between columns.
- 🕒 Add smart custom number formatting.
- 🕒 Create custom groupings for pivot tables.
- 🕒 Group dates as unique.
- 🕒 Add slicers to easily filter data.
- 🕒 Add dynamic charts.
- 🕒 Add a timeline to pivot tables.
- 🕒 Gain an understanding of Microsoft Power Pivot.

Prerequisites for attending:

- 🕒 Intermediate understanding of Microsoft Excel
- 🕒 Stable internet connection.
- 🕒 No previous understanding of pivot tables is required.
- 🕒 Having a second display is beneficial but not required.

MICROSOFT EXCEL FOR DATA ANALYTICS (1-DAY)

About this course:

Microsoft Excel is a powerful tool for data analysis that is widely used in many industries. In this course, you will learn how to use Excel to organize and analyse data, create reports, design charts, and make data-driven decisions. You will also learn how to use Excel's built-in features to manipulate data in Power Query.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

- 🕒 Business professionals who want to improve their data analysis skills or anyone who wants to learn how to use Excel for data analysis.

Attending this course will help you to:

- 🕒 Leverage the Power Query tool to connect with a wide range of data sources.
- 🕒 Use Excel's built-in functions and formulas to manipulate data.
- 🕒 Interact with a variety of table types (Simple, Table and PivotTable)
- 🕒 Use various excel tools such as Aggregate, filter, and sorting.
- 🕒 Create charts and graphs to visualize data.
- 🕒 Create live interactable dashboards.
- 🕒 Apply conditional formatting and data validation to improve data accuracy.
- 🕒 Perform statistical analysis and make data-driven decisions.

Prerequisites for attending:

- 🕒 Learners should have a basic understanding of Excel and its functions or have completed an intermediate Excel course.
- 🕒 Access to a licensed version of Microsoft Excel is required for this course.
- 🕒 A stable internet is required.
- 🕒 A second monitor is recommended but not required.

DATA ANALYTICS THEORY IN MICROSOFT EXCEL (1-DAY)

About this course:

Data Analytics is a critical skill in today's data-driven world. In this course, we will explore the fundamental concepts of Data Analytics. By the end of this course, you'll have a solid understanding of the theory behind Data Analytics and how to apply it in practical situations using Microsoft Excel.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

- 🕒 Business analysts, data analysts, project managers, and anyone interested in learning the basics of data analysis in Microsoft Excel.

Attending this course will help you to:

- 🕒 Learn the meaning of statistical terms like mean, median, mode, variance & standard deviation
- 🕒 Grasp Statistical Theory such as descriptive, diagnostic, and predictive statistics.
- 🕒 Apply data visualization best practices.
- 🕒 Understand data modelling Theory.
- 🕒 Exploit core Excel tools for data analysis and investigation.
- 🕒 Calculate mathematical formula for analytics.

Prerequisites for attending:

- 🕒 Existing Microsoft Excel skills (Intermediate).
- 🕒 Access to Microsoft Excel (versions 2016 or later)
- 🕒 A stable internet connection
- 🕒 A second monitor is recommended but not required.

CREATE COMPELLING INTERACTIVE DASHBOARDS WITH MICROSOFT EXCEL (1-DAY)

About this course:

In this 1-Day Excel course, you will learn the skills and techniques needed to create impressive and interactive Microsoft Excel dashboards. This workshop will guide you through the process of combining Pivot Tables, Pivot Charts, Slicers, and a beautiful design concept to create dashboards that empower users to make informed decisions quickly and easily. Get ready to wow your dashboard users!

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

- 🕒 Users who have an advanced working knowledge of Excel, data, and Pivot Tables and want to create interactive and beautiful dashboards for their users.

Attending this workshop will help you to:

- 🕒 Create a basic dashboard.
- 🕒 Apply advanced design principles.
- 🕒 Automate and integrate advanced features like fully functional info buttons, in-tile tab functionality, collapsible settings area, state-of-the-art radio buttons, dashboard color theme selection, and modern toggle buttons to control the visibility of specific dashboard elements.
- 🕒 Create a beautiful background and gradient tile design for an Excel dashboard.
- 🕒 Utilize PowerPoint for quick and effective design preparations.
- 🕒 Integrate your designs in an Excel dashboard file with only a few clicks.
- 🕒 Create a modern and minimalistic Pivot Table Slicer design.
- 🕒 Make the Pivot Tables and Pivot Charts in Excel automatically refresh when the source data changes.

Prerequisites for attending:

- 🕒 Advanced working knowledge of Excel, data, and Pivot Tables is recommended.

ANALYSING AND VISUALISING DATA WITH EXCEL (2-DAYS)

About this course:

In this advanced Excel course, we dive into the world of data analysis and visualization. Participants will learn how to create stunning, interactive dashboards in Excel, perfect for visualizing data in a meaningful way. Through this in-depth course, attendees will gain knowledge of data preparation, essential formulas, Pivot Tables, Pivot Charts, Form Controls, and advanced chart techniques in Excel. By the end of the workshop, attendees will have the skills to create a Sales Dashboard and HR Dashboard from scratch.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

- 🕒 This course is suitable for individuals who have an intermediate understanding of Microsoft Excel and are looking to enhance their data analysis and visualization skills.

Attending this course will help you to:

- 🕒 Gain a deep understanding of dashboard architecture and inspiration.
- 🕒 Learn how to prepare data for analysis and clean data.
- 🕒 Understand useful formulas for creating dashboards in Excel.
- 🕒 Create and edit Pivot Tables in Excel.
- 🕒 Create Pivot Charts from Pivot Tables.
- 🕒 Learn advanced chart techniques in Excel.
- 🕒 Add interactive elements (form controls) into dashboards.
- 🕒 Create a Sales Dashboard and HR Dashboard from scratch.

Prerequisites for attending:

- 🕒 An intermediate understanding of Microsoft Excel is required.
- 🕒 A stable internet connection is required.
- 🕒 Having a second display is beneficial but not required.

LARGE DATA SET ANALYTICS (EXCEL) (1-DAY)

About this course:

What is big data? High volume, high velocity, and high variety. In this course, you will learn how to effectively and efficiently work with big data in Excel. From data analytics to metrics, you will see how to organize large data sets, understand PowerPivot, querying big data, transforming data, handling large data sources, handling large volumes of data in Excel, and working with unstructured data.

Note: Our advanced Excel courses are regularly updated to include the latest AI releases and best practice.

Target Audience:

- 🕒 Anyone who works with large data sets and wants to improve their ability to analyze and work with the data in Excel.

Attending this course will help you to:

- 🕒 Understand PowerPivot.
- 🕒 Querying big data.
- 🕒 Transforming data.
- 🕒 Handling large data sources.
- 🕒 Handling large volumes of data in Excel.
- 🕒 Work with unstructured data.

Prerequisites for attending:

- 🕒 Intermediate knowledge of Excel is recommended.

MICROSOFT POWER QUERY AND POWER PIVOT (1-DAY)

About this course:

With Power Query and Power Pivot in Excel, you'll spend less time manipulating data, and more time driving impact. Whether it's small data sets or large ones with up to millions of rows, in this course you will learn how you can connect, clean, analyse, and share your data faster using Power Query and Power Pivot.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

- 🕒 Business Analysts or Data Analysts who want to enhance their data analysis skills; or Anyone who works with data and wants to increase their efficiency in Excel.

Attending this workshop will help you to:

- 🕒 Gain an overview of Pivot Tables
- 🕒 Understand where you can find Power Query and Power Pivot
- 🕒 Learn about basic business analytics features.
- 🕒 Learn about advanced business analytics features.
- 🕒 Discover fast, easy data gathering and shaping capabilities.
- 🕒 Learn how to connect, transform, combine, and refine data sources.
- 🕒 Understand the Data Model and how to create relationships stored as part of the workbook.
- 🕒 Mash up large volumes of data from various sources.
- 🕒 Use PivotTables, slicers, charts, and basic import capabilities.
- 🕒 Perform powerful data analysis and create sophisticated data models.
- 🕒 Perform information analysis rapidly, and share insights easily.

Prerequisites for attending:

- 🕒 An advanced working knowledge of Excel and Pivot Tables is recommended

OTHER MICROSOFT APPLICATIONS

OUTLOOK DEEP DIVE (1-DAY)

About this course:

Outlook is a widely used email and personal information management software developed by Microsoft. It is designed to help individuals and organizations manage their emails, calendars, and contacts efficiently. In this course, you will learn how to maximize the potential of Outlook to manage your emails, schedule appointments, and organize your contacts.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

This course is designed for individuals who use Outlook in their daily work, including professionals, business owners, and administrative staff.

Attending this course will help you to:

- 🕒 Learn and understand the important features of Outlook.
- 🕒 Manage emails, calendars, and contacts effectively.
- 🕒 Automate repetitive tasks to save time.
- 🕒 Organize emails and set up filters to manage your inbox.
- 🕒 Create and manage appointments and meetings.
- 🕒 Customize and configure Outlook to meet your specific needs.
- 🕒 Work with Outlook tasks and notes.
- 🕒 Utilize Outlook search and social features.
- 🕒 Integrate Outlook with other applications.

Prerequisites for attending:

- 🕒 Participants are expected to have a basic knowledge of Microsoft 365.
- 🕒 A stable connection.
- 🕒 A second monitor is recommended but not required.

MICROSOFT OUTLOOK CALENDAR DEEP DIVE (HALF-DAY)

About this course:

Microsoft Outlook Calendar is a popular calendar app that can be used to schedule appointments, meetings, and events. It also allows you to send invitations and track who is attending. In this course, you will learn how to use the advanced features of the calendar, including adding additional calendars and sharing them with others.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

Anyone who wants to learn how to use the Microsoft Outlook Calendar for scheduling and organizing their workday.

Attending this workshop will help you to:

- 🕒 Navigate your calendars.
- 🕒 Use the Date Picker.
- 🕒 Select the best views.
- 🕒 Search for appointments.
- 🕒 Add weather.
- 🕒 Create events.
- 🕒 Using Show As.
- 🕒 Add reminders.
- 🕒 Assign a resource like Rooms.
- 🕒 Understand and use Response Options.
- 🕒 Use Scheduling Assistant.
- 🕒 Send meeting invitations and track responses.
- 🕒 View other people's calendars.
- 🕒 Create additional calendars.
- 🕒 Change calendar views.
- 🕒 Share your calendars with others.

Prerequisites for attending:

- 🕒 You will require an existing Microsoft Office 365 for Work account.

ONEDRIVE DEEP DIVE (1-DAY)

About this course:

OneDrive is a cloud-based file storage and sharing service offered by Microsoft. It enables users to store and access files from anywhere, collaborate with others, and share files securely. In this course, you will learn how to utilize OneDrive to optimize file management, improve team collaboration, and increase productivity.

Target Audience:

This course is intended for individuals who are responsible for managing files using OneDrive, including administrators, power users, and anyone who wants to improve their file management skills.

Attending this course will help you to:

- 🕒 Gain a comprehensive understanding of OneDrive features and functionalities.
- 🕒 Effectively manage and organize files on OneDrive.
- 🕒 Securely share files and folders.
- 🕒 Collaborate with others using OneDrive's co-authoring features.
- 🕒 Configure OneDrive settings to fit your organization's needs.
- 🕒 Implement OneDrive security and permissions.
- 🕒 Utilize OneDrive search and filter features.
- 🕒 Integrate OneDrive with other Microsoft applications.
- 🕒 Download OneDrive for Windows
- 🕒 Share files in OneDrive.

Prerequisites for attending:

- 🕒 Participants should have a basic understanding of Microsoft 365.
- 🕒 A stable internet connection.
- 🕒 A second monitor is recommended but not required.

MICROSOFT 365 – INTRODUCTORY OVERVIEW (1-DAY)

About this course:

This workshop provides a basic overview of the more common O365 apps, including OneDrive, OneNote, Teams, Yammer, Sway, Delve, and SharePoint.

Target Audience:

Anyone who is new to or wants a refresher on Microsoft 365.

Attending this course will help you to:

- 🕒 Gain a basic understanding of the key features of Microsoft 365 apps.
- 🕒 Learn how to navigate through OneDrive, OneNote, Teams, Yammer, Sway, Delve, and SharePoint.
- 🕒 Understand how to use these apps to improve productivity.
- 🕒 Discover ways to collaborate and communicate with team members.

Prerequisites for attending:

- 🕒 No prior knowledge is required.

MICROSOFT 365 INTERMEDIATE (1-DAY)

About this course:

This 1-Day course focuses on the more advanced features of various Microsoft 365 apps, with a specific emphasis on how to leverage the collaboration features that result from the powerful integration of Microsoft 365 apps.

Target Audience:

Anyone who wants to learn more advanced features of various Microsoft 365 apps and how to leverage the collaboration features.

Attending this workshop will help you to learn:

- 🕒 Apply best practice configurations with Microsoft Outlook
- 🕒 Easily and efficiently manage large quantities of email, appointments, and shared calendars.
- 🕒 Use OneDrive to securely store and access any type of files, images, or presentations anywhere you have Internet access.
- 🕒 Apply SharePoint to collaborate with your colleagues, taking advantage of real-time updating to the same version of a document, spreadsheet, or presentation.
- 🕒 Collaborate inside and outside your organization via chat and voice or video calls using Microsoft Teams.

Prerequisites for attending:

- 🕒 A basic understanding of Microsoft 365 and productivity applications is required.

MICROSOFT OFFICE 365 ADVANCED (1-DAY)

About this course:

This masterclass Advanced Microsoft 365 training course provides you with the in-depth knowledge needed to start working proficiently within the Microsoft 365 environment and includes topics such as Automation, Task management, AI, and much more.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

Organisations that are looking to get the most from the Office environment.

Attending this course will help you to:

- 🕒 Understanding groups for effective authorization in your organisation
- 🕒 Channel appointments with Bookings
- 🕒 Introduction to automation in Office 365
- 🕒 Introduction to Open AI in Office 365
- 🕒 Effective team management with Planner
- 🕒 Managing document authorization rights

Prerequisites for attending:

- 🕒 Office 365 Account
- 🕒 Access to a browser
- 🕒 High level authorisation in the Office environment

USING MS TEAMS- INTRODUCTION (HALF-DAY)

About this course:

Microsoft Teams is a powerful collaboration tool designed for teams to work together remotely. It offers features for chats, meetings, file sharing, and many other collaboration functions. In this course, you will learn how to use the basics of Teams for a productive remote work environment.

Target Audience:

Managers, Team Leaders, or anyone who wants to learn how to use Microsoft Teams for their team's remote work environment.

Attending this workshop will help you to:

- 🕒 Learn how to navigate Teams
- 🕒 Effectively use features of Teams for chats, meetings, and collaboration
- 🕒 Working with files in Teams
- 🕒 Understand how to set up and schedule a meeting / class
- 🕒 Confidently run a virtual class in Teams

Prerequisites for attending:

- 🕒 No prior knowledge of Microsoft Teams is required.

USING MS TEAMS- INTERMEDIATE / ADVANCED (1-DAY)

About this course:

Microsoft Teams is a powerful collaboration tool designed for teams to work together remotely. It offers features for chats, meetings, file sharing, and many other collaboration functions. In this course, you will learn how to use Teams to its full potential for a productive remote work environment.

Target Audience:

Managers, Team Leaders, or anyone who wants to learn how to use Microsoft Teams for their team's remote work environment.

Attending this workshop will help you to:

- 🕒 Work with the advanced features of Teams
- 🕒 Integrate add-ons like Planner, To Do, Lists
- 🕒 Understand how Teams fits in with SharePoint and Outlook
- 🕒 Setup effective channels and tabs

Prerequisites for attending:

- 🕒 A basic working knowledge of Microsoft Teams is required.

MICROSOFT OFFICE - SHAREPOINT INTRODUCTION (1-DAY)

About this course:

Attending this course will give learners a foundational understanding of SharePoint.

Learners also be taught important terminology like Office Groups, Organisations, etc..




Target Audience:

Organisations that would like to collaborate effectively/

Attending this course will help you to:

-  Navigating SharePoint
-  Creating a Team Site
-  Creating a Communication Site
-  Building Site Content
-  Basic File Management
-  Setting up a News Feed
-  Working effectively with Links
-  Basic Integration

Prerequisites for attending:

-  Office 365 Account
-  Access to a browser
-  Authorisation to work in SharePoint

MICROSOFT OFFICE - SHAREPOINT INTERMEDIATE / ADVANCED (1-DAY)

About this course:

Attending this course will give learners an advanced deep dive into SharePoint's most useful features. This course covered how to set up and optimize a SharePoint site. We also look at integration with other Office products like Teams, Outlook and Planner.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

Organisations that are looking for utilise the most effective and advanced collaborative features in Microsoft.

Attending this course will help you to:

- 🕒 Creating and optimizing a Team Site
- 🕒 User Authorization and Management
- 🕒 Advanced File Management
- 🕒 Tips and Tricks for building a professional Site Page
- 🕒 Working with Lists in SharePoint
- 🕒 Brand a SharePoint Site
- 🕒 Advanced Office Integration methods
- 🕒 Setting up Notification Settings
- 🕒 Working with OneNote

Prerequisites for attending:

- 🕒 Office 365 Account
- 🕒 Access to a browser
- 🕒 Authorisation to work in SharePoint

MICROSOFT 365 - MANAGE FILES & FOLDERS VIA ONEDRIVE & SHAREPOINT (HALF-DAY)

About this course:

Organizing OneDrive and SharePoint documents and sites can be a major workday challenge. This course is designed to help learners master ways they can efficiently organize documents and sites in OneDrive and SharePoint.

Target Audience:

Anyone who uses OneDrive or SharePoint for file management.

Attending this workshop will help you to:

- 🕒 Store documents in OneDrive or in your Team Site library.
- 🕒 Find documents.
- 🕒 Follow documents to make them easy to find later.
- 🕒 See a list of documents you've recently opened.
- 🕒 See documents people have shared with you.
- 🕒 Set alerts on documents to track changes.
- 🕒 Follow sites to make them easy to find later.
- 🕒 Go to document libraries in team sites you're following.
- 🕒 Store many documents in one library.
- 🕒 Create multiple libraries.
- 🕒 Add a column to a library.
- 🕒 Create a view.
- 🕒 Create a folder in a library.

Prerequisites for attending:

- 🕒 No previous Prerequisites for attending are required.
- 🕒 You will require an existing Microsoft Office 365 for Work account.

MICROSOFT 365 ADMINISTRATION INTERMEDIATE (1-DAY)

About this course:

More organizations are moving resources to the cloud—and for many of those organizations, Microsoft 365 is the solution of choice. It's a one-stop shop for user management, email services, real-time collaboration, and secure file storage. From managing global settings to configuring advanced security, this course details the process of successfully managing an enterprise implementation of Microsoft 365.

You will be guided through key factors that you need to manage in an Office 365 deployment competently and confidently at your organization.

Target Audience:

IT professionals, administrators, and others who want to learn intermediate-level Microsoft 365 administration skills.

Attending this workshop will help you to learn:

- 🕒 Managing global subscribing settings.
- 🕒 Creating new Office 365 users.
- 🕒 Managing Exchange Online mailboxes.
- 🕒 Creating groups and dynamic distribution lists.
- 🕒 Managing mail flow.
- 🕒 Configuring SharePoint sites.
- 🕒 Managing Microsoft Teams policies and users.
- 🕒 Advanced Office 365 configurations.

Prerequisites for attending:

- 🕒 A basic understanding of computers and productivity applications is required.

MICROSOFT 365 ESSENTIAL TRAINING FOR ADMINISTRATORS (1-DAY)

About this course:

Microsoft 365 can help enhance enterprise security and productivity while also meeting compliance requirements when configured properly. In this course, we will explore key scenarios to learn all about the features, capabilities, and opportunities within Microsoft 365. You will learn how to administrate Microsoft 365 and how the technology within the suite fits together.

Target Audience:

Administrators who want to learn how to manage and utilize Microsoft 365; or Anyone who wants to understand the capabilities of Microsoft 365.

Attending this workshop will help you to:

- 🕒 How to set up your own organization, personal, or business.
- 🕒 Choosing the right package for you.
- 🕒 Which Microsoft products are suitable for various business roles.
- 🕒 Main Microsoft products and their features.
- 🕒 Collaboration use cases and scenarios that suit you best.
- 🕒 Improving communication using Microsoft.
- 🕒 Setting up predictable spending within Microsoft.
- 🕒 Mobile Device Management using Microsoft Intune.
- 🕒 Obtaining Microsoft 365 support.

Prerequisites for attending:

- 🕒 A basic understanding of computers and productivity applications is required.

MICROSOFT 365 NEWER / LESSER-KNOWN FEATURES (HALF-DAY)

About this course:

This course covers the latest features added to Microsoft 365 including Word, Excel, Outlook, and PowerPoint, and new apps added to the Office suite. Find out how to use the new natural language query feature in Excel, get writing and research assistance, get someone's attention in Outlook, create better lists in PowerPoint, and visualize maths concepts using the maths assistant in OneNote. Plus, learn about new apps in the Office 365 suite including To-Do and Forms.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

This course is ideal for anyone who uses Microsoft 365 and wants to stay up to date with the latest features and apps.

Attending this workshop will help you to learn about:

- 🕒 Using natural language queries in Excel.
- 🕒 Getting writing assistance from Editor.
- 🕒 Using the Resume Assistant in Word.
- 🕒 Turning data into maps in Excel.
- 🕒 Setting access to linked files right within Outlook.
- 🕒 Creating better PowerPoint lists with Designer.
- 🕒 Using the math assistant in OneNote.
- 🕒 Working with Microsoft To-Do and Forms.

Prerequisites for attending:

- 🕒 A basic understanding of computers and productivity applications is required.

MICROSOFT ONENOTE DEEP DIVE (1-DAY)

About this course:

This course will help you maximize your productivity with OneNote, a versatile note-taking app that enables users to easily record, organize, and recall their ideas. Learn how to use powerful shortcuts, effectively structure, and manage notebooks, improve note-taking skills, enhance note aesthetics, and integrate external content.

Target Audience:

Anyone who wants to improve their productivity, stay organized and reduce the time spent on manual notetaking.

Attending this workshop will help you with the following:

- 🕒 Understand the purpose of OneNote.
- 🕒 Get familiar with the user interface.
- 🕒 Using shortcuts.
- 🕒 Customizing the canvas view.
- 🕒 Merging content containers to consolidate ideas.
- 🕒 Password protecting notebook sections.
- 🕒 Taking meeting notes directly in an Outlook meeting.
- 🕒 Converting handwritten text to typed text.
- 🕒 Converting hand-drawn shapes to polished symmetrical shapes.
- 🕒 Importing content from other apps.
- 🕒 Sharing notes in a Skype for Business meeting.
- 🕒 Marking up web pages and saving to a notebook.

Prerequisites for attending:

- 🕒 No previous Prerequisites for attending are required.

MICROSOFT SWAY (HALF-DAY)

About this course:

Learn how to create and share interactive presentations, reports, and stories with Sway, the popular presentation app included in Microsoft 365.

Learn how to get started using Sway, whether you're creating Sways from existing documents or from scratch. Discover how to add titles, use cards to lay out a storyline, choose a design, and determine navigation. Master how to embed rich content including audio and video, as well as how to remix Sways and share them with others.

Target Audience:

This course is designed for those who want to make powerful presentations easily and be able to share their presentations seamlessly.

Attending this course will help you to:

- 🕒 Learn how to easily compile text, images, videos, and other content in an interactive online format (a Sway).
- 🕒 Understand the Sway user interface
- 🕒 Apply designer-created layouts and colour schemes
- 🕒 Formulate Sways from existing documents or from scratch
- 🕒 Search and import relevant content from other sources
- 🕒 Integrate heading cards and backgrounds into a Sway.
- 🕒 Plan a design and navigation strategy for a Sway
- 🕒 Summarize ways to share a Sway.

Prerequisites for attending:

- 🕒 A second monitor is recommended but not required.
- 🕒 A stable internet connection is required.
- 🕒 You will require an existing Microsoft 365 Account.

MICROSOFT YAMMER DEEP DIVE (HALF-DAY)

About this course:

The new Yammer is an enterprise social network that helps businesses work smarter and faster. In this course, you will learn all the essential features of Yammer, including how to join or create a Yammer network, communicate with colleagues, collaborate on files, and create and administer Yammer communities. You will also learn how to get and give feedback with polls and praise.

Target Audience:

Anyone who wants to learn how to use Yammer or improve their skills using it.

Attending this workshop will help you to:

- 🕒 Master the Yammer user interface.
- 🕒 Learn the essential features of Yammer.
- 🕒 Learn how the new Yammer works.
- 🕒 Find out how to join or create a Yammer network at your organization.
- 🕒 Communicate with colleagues using posts, messages, and chat.
- 🕒 Collaborate on files.
- 🕒 Create and administer Yammer communities.
- 🕒 Get and give feedback with polls and praise.

Prerequisites for attending:

- 🕒 You will require an existing Microsoft 365 Account.

MICROSOFT POWER BI – INTRODUCTION (1-DAY)

About this course:

Microsoft Power BI is a data analytics and visualization tool that allows you to easily build reports and dashboards with interactive visualizations. Connect to and visualize any data using the unified, scalable platform for self-service and enterprise business intelligence (BI) that's easy to use and helps you gain deeper data insight.

Target Audience:

Anyone who wants to understand the basics of data analytics and visualization using Microsoft Power BI.

Attending this workshop will help you to:

- 🕒 Get to know the Microsoft Power BI interface.
- 🕒 Understand the purpose of Microsoft Power BI for data analytics.
- 🕒 Understand the basics regarding capacities, workspaces, datasets, shared datasets, reports, and dashboards.
- 🕒 Get to know data modelling and visualizations using different kinds of visuals like charts and tables.
- 🕒 Learn how to filter, clean, and transform data with services like Power Query.
- 🕒 Understand aggregates and when to use them.
- 🕒 Learn how to secure your data.
- 🕒 Perform exercises to secure your knowledge and understanding.
- 🕒 Create and share your first Power BI report.

Prerequisites for attending:

- 🕒 A basic understanding of Microsoft Office 365 is recommended.
- 🕒 Microsoft Power BI requires a separate license in addition to Microsoft Office. Learners will require this additional license to perform the exercises on their own computers.
- 🕒 A stable Internet connection is required.
- 🕒 Having a second display is beneficial but not required.

Please note the following: In this course, participants will perform practical use-case learning exercises to prepare them to be able to confidently develop and style their own Power BI dashboards.

MICROSOFT POWER BI – INTERMEDIATE (1-DAY)

About this course:

Microsoft Power BI is a powerful data visualization tool that allows users to connect to, visualize and share any data, gaining deeper insights. This 1-Day course is designed to help attendees understand and use Microsoft Power BI in a practical and hands-on way, performing learning exercises to help prepare them to develop and style their own Power BI dashboards.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

This course is suitable for anyone who has a basic understanding of Microsoft Power BI and wants to develop their skills further. A basic understanding of Microsoft Office 365 is recommended.

Attending this course will help you to:

- 🕒 Design a data model.
- 🕒 Understand the basics of developing with the Microsoft Power Platform.
- 🕒 Use DAX in Power BI Desktop.
- 🕒 Publish and share your Power BI reports.
- 🕒 Build a Power BI dashboard.
- 🕒 Model and visualize data in Power BI.
- 🕒 Perform data analysis in Power BI.
- 🕒 Manage workspaces and datasets in Power BI.
- 🕒 Optimize your model for better performance.

Prerequisites for attending:

- 🕒 A basic understanding of Microsoft Power BI is required.
- 🕒 A basic understanding of Microsoft Office 365 is recommended.
- 🕒 Microsoft Power BI requires a separate license in addition to Microsoft Office. Attendees will need this additional license to perform exercises on their own computers.
- 🕒 A stable Internet connection is required.
- 🕒 Having a second display is beneficial but not required.

About this course:

Microsoft Power BI is a powerful data visualization tool that allows users to connect to, visualize and share any data, gaining deeper insights. This 2-day advanced course is designed to help attendees become expert users in Power BI.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

This course is suitable for anyone who has a good understanding of Microsoft Power BI and wants to develop their skills further.

What will be covered?

Day 1	Day 2
Connect to Power BI Connections and Data Sources Introduction to Power BI Data Connections and Sources Loading Data from SQL Server Loading Data from CSV and TXT Practical Activity - Load Data from a CSV file Loading Data from the Web Practical Activity - Connect to Data on the Web Loading Excel Data from One Drive for Business Loading Data from XML files Loading Data from JSON Loading Data from the Power BI Service	The Power BI Query Editor Overview and Introduction to The Query Editor Perform Data Transformations Introduction to Transformations Data Transformations Conditional IF
Build a Relational Data Model Intro to Database Normalization Data ("Fact") Tables vs. Lookup ("Dimension") Tables Creating Power BI Table Relationships "Star" vs. "Snowflake" Schemas Active vs. Inactive Relationships Relationship Cardinality Connecting Multiple Data Tables Filtering & Cross-Filtering Hiding Fields from the Power BI Report View Data Modeling & Power BI best Practices	Cleanse Data and Parameters Introduction to Cleanse Data Query Editor Diagnostics Cleansing Data Files Parameters
Working with DataMarts	Add Calculated Fields with DAX Introduction to cover areas such as: Meet Data Analysis Expressions (DAX) Intro to DAX Calculated Columns Intro to DAX Measures Adding Columns & DAX Measures in Power BI Desktop Implicit vs. Explicit DAX Measures Filter Context Examples in Power BI Step-by-Step DAX Measure Calculation Understanding DAX Syntax & Operators Common DAX Function Categories Basic Date & Time Functions Conditional & Logical Functions (IF/AND/OR) Common Text Functions Joining Data with RELATED Basic Math & Stats Functions COUNT Functions (COUNTA, DISTINCTCOUNT, COUNTROWS) CALCULATE CALCULATE & ALL CALCULATE & FILTER Iterator Functions (SUMX, RANKX) Time Intelligence Formulas DAX Best Practices in Power BI Desktop

Prerequisites for attending:

- 🕒 A good understanding of Microsoft Power BI is required.
- 🕒 A basic understanding of Microsoft Office 365 is recommended.
- 🕒 Microsoft Power BI requires a separate license in addition to Microsoft Office. Attendees will need this additional license to perform exercises on their own computers.
- 🕒 A stable Internet connection is required.
- 🕒 Having a second display is beneficial but not required.

MICROSOFT POWER APPS CANVAS APPS (2-DAYS)

About this course:

In this course, you will learn how to design and build a business app from a canvas in Microsoft Power Apps without writing code in a traditional programming language such as C#. The course will take you through the process of designing the app by dragging and dropping elements onto a canvas, just as you would design a slide in PowerPoint.

You will also create Excel-like expressions for specifying logic and working with data and build apps that integrate business data from a wide variety of Microsoft and third-party sources. At the end of the course, you will be able to share your app with users to run in a browser or on a mobile device and even embed it in SharePoint, Power BI, or Teams.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

Anyone looking to create business apps without writing code, including business owners, managers, and individuals who want to enhance their app development skills.

Attending this course will help you to:

- 🕒 Understand what Power Apps are and the difference between canvas and model-driven and portal apps.
- 🕒 Plan and prepare a data model for your app project using Microsoft Lists.
- 🕒 Create a canvas app from data, add pages, and controls.
- 🕒 Create calculated controls, input forms, and data lists.
- 🕒 Add filters, modify the app appearance, and add a trigger to a Power Automate flow.
- 🕒 Publish, share, and test your app, and integrate it into SharePoint sites and Teams channels.

Prerequisites for attending:

- 🕒 A stable internet connection is required.
- 🕒 A second display is beneficial but not required.
- 🕒 No prior understanding of app development is required.

Please note: This course is recommended for two days but can be completed in one day with fewer exercises.

MICROSOFT POWER AUTOMATE - INTRODUCTION (1-DAY)

About this course:

Power Automate is a new enterprise system from Microsoft that allows you to integrate and synchronize all your data analysis and applications in an automated way, with the aim of increasing productivity and business efficiency. Build automated processes with flows in Power Automate.

Use low-code, drag-and-drop tools and hundreds of prebuilt connectors that automate repetitive, mundane tasks with ease.

Target Audience:

This course is recommended for individuals and organizations looking to automate their work processes and increase efficiency.

Attending this course will help you to:

- 🕒 Understand what Power Automate is and what it does.
- 🕒 Set up the environment.
- 🕒 Explore Power Automate desktop.
- 🕒 Create a flow.
- 🕒 Run a flow.
- 🕒 Learn how to use the Power Automate mobile app.
- 🕒 Receive text and email notifications from flows.
- 🕒 Integrate various Microsoft apps like SharePoint sites with flows.
- 🕒 Record Power Automate Desktop actions.
- 🕒 Edit and test recorded actions.

Prerequisites for attending:

- 🕒 A stable internet connection is required.
- 🕒 Having a second display is beneficial but not required.
- 🕒 No prior knowledge of Microsoft Power Automate is required.

MICROSOFT POWER AUTOMATE INTERMEDIATE (1-DAY)

About this course:

Power Automate is a new enterprise system from Microsoft that allows you to integrate and synchronize all your data analysis and applications in an automated way, with the aim of increasing productivity and business efficiency.

In this course, we will delve into the intermediate functionality of Power Automate, using low-code, drag-and-drop tools and hundreds of prebuilt connectors to automate repetitive, mundane tasks with ease.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

Anyone who has a basic understanding of Microsoft Power Automate and is looking to enhance their skills and automate business processes with more complexity.

Attending this workshop will help you to:

- 🕒 Learn the difference between a business process flow and a regular flow.
- 🕒 Develop more complex flows.
- 🕒 Create approval request process flows.
- 🕒 Use a flow to store documents as part of a process.
- 🕒 Create multiple flow branches based on conditions.
- 🕒 Create recurring flows.
- 🕒 Add user input dialogues.
- 🕒 Use data from apps in flows.
- 🕒 Introduction to expressions.
- 🕒 Learn how to monitor flows.
- 🕒 Introduction to Process Advisor.

Prerequisites for attending:

- 🕒 Attending this course requires a basic understanding of Microsoft Power Automate.
- 🕒 A stable internet connection is required.
- 🕒 Having a second display is beneficial but not required.

COLLABORATE AND IDEATE USING MICROSOFT WHITEBOARD (HALF-DAY)

About this course:

Sometimes you just need to draw to convey to others what is on your mind. Microsoft Whiteboard is a very effective whiteboarding tool with a rich set of tools to let you do this effectively. This course will help you master all these tools and learn how you can effectively share your thoughts securely and collaboratively with others.

Target Audience:

Individuals who want to communicate their ideas and thoughts effectively through drawings.

Attending this course will help you to:

- 🕒 Understand why drawing is sometimes better to convey thoughts.
- 🕒 Confidently use the Microsoft Whiteboard user interface.
- 🕒 Compare web version to installed version.
- 🕒 How to draw good diagrams using a stylus instead of a mouse.
- 🕒 Collaborate with others.
- 🕒 Share your whiteboard.
- 🕒 Add your whiteboard to a Teams channel.
- 🕒 Change editing permissions during a call.
- 🕒 Use tools like ruler, sticky notes, pens, etc.

Prerequisites for attending:

- 🕒 An existing Microsoft Account is required to attend this course.

MICROSOFT VISIO - INTRODUCTION (1-DAY)

About this course:

Transform the way you use and visualize data with Microsoft Visio. This powerful tool allows you to bring your best ideas to life with its dozens of ready-to-use templates and thousands of customizable shapes. With Visio, you can easily and creatively organize complex ideas and data.

Target Audience:

Anyone who wants to organize complex ideas visually or anyone who wants to bring their best ideas to life. A basic understanding of Microsoft Office 365 is recommended.

Attending this course will help you to:

- 🕒 Organize complex ideas visually.
- 🕒 Start using templates.
- 🕒 Add & connect shape, text and pictures and tables with dynamic relationships.
- 🕒 Learn how to use the ruler, guides, and grid to arrange and position shapes neatly in your drawings.
- 🕒 Add a drawing scale to represent real-world objects and scale.
- 🕒 Link diagrams to data from other Microsoft Office apps.
- 🕒 Collaborate with others.

Prerequisites for attending:

- 🕒 A stable Internet connection is required.
- 🕒 Having a second display is beneficial but not required.
- 🕒 Microsoft Visio requires a separate license in addition to Microsoft Office. Learners will require this additional license to perform the exercises on their own computers.
- 🕒 Attending this course will require no previous experience using Microsoft Visio but a basic understanding of Microsoft Office 365 is recommended.

Please note: In this course, participants will perform practical use-case learning exercises to prepare them to be able to confidently develop and style their own Microsoft Visio diagrams.

MICROSOFT VISIO – INTERMEDIATE (1-DAY)

About this course:

Microsoft Visio is a powerful data visualization tool that can help you bring your ideas to life. With a wide range of templates and customizable shapes, Visio makes it easy to create professional and impactful visuals.

Target Audience:

Individuals who want to enhance their data visualization skills, or anyone whose role requires them to create diagrams and flowcharts.

Attending this course will help you to:

- 🕒 Align and position shapes accurately.
- 🕒 Apply themes to your diagrams for a polished look.
- 🕒 Organize shapes into containers for improved organization.
- 🕒 Organize flowchart shapes in swim lanes for clarity.
- 🕒 Add or delete pages for flexibility.
- 🕒 Add backgrounds to your drawing pages for visual interest.
- 🕒 Add headers and footers for a professional touch.
- 🕒 Use layers to manage objects effectively.
- 🕒 Share and protect your diagrams.
- 🕒 Customize shapes and stencils to meet your specific needs.

Prerequisites for attending:

- 🕒 A basic knowledge of Microsoft Visio is required.
- 🕒 A basic understanding of Microsoft Office 365 is recommended.
- 🕒 Microsoft Visio requires a separate license in addition to Microsoft Office. Learners will need to purchase this license to perform exercises on their own computers.
- 🕒 A stable Internet connection is necessary.
- 🕒 Having a second display is beneficial, but not required.

Please note: Participants will engage in practical learning exercises to master the skills covered in the course.

MICROSOFT PROJECT 2019 - INTRODUCTION (2-DAYS)

About this course:

Microsoft Project 2019 is a project management and scheduling tool that helps you organize, manage, and control defined variables. From everyday tasks to complex projects and programmes, Microsoft Project combines powerful planning capabilities with advanced collaboration tools to help you set realistic expectations, manage time, personnel, and resources to stay on time and budget.

Target Audience:

Individual users who are responsible for managing projects and need to create and manage project schedules.

Attending this course will help you to:

- 🕒 Learn the purpose of Microsoft Project.
- 🕒 Confidently navigate the MS Project Workspace, The Ribbon, Help, and Project Options.
- 🕒 Confidently navigate project calendars, timelines, and critical paths.
- 🕒 Set up tasks and dependencies between them, including lag and lead times.
- 🕒 Manage project costs, levelling, and resolve resource over-allocations.
- 🕒 Understand project security, saving, and protecting Project files.
- 🕒 Use techniques for tracing task paths to simplify unruly Gantt charts.
- 🕒 Set up baselines and interim plans.
- 🕒 Work with costs, deadlines, and overcome scheduling issues.
- 🕒 Save your project as a template for future projects.

Prerequisites for attending:

- 🕒 A stable internet connection is required.
- 🕒 Having a second display is beneficial but not required.
- 🕒 Please ensure learners have the application installed.
- 🕒 No previous understanding of Microsoft Project is required.

MICROSOFT PROJECT 2019 - INTERMEDIATE (2-DAYS)

About this course:

Microsoft Project 2019 is a project management and scheduling tool that helps individuals and teams manage time, personnel, and resources to stay on track and within budget. It provides an intuitive user interface and powerful planning capabilities, combined with advanced collaboration tools to make project management easier and more efficient.

Target Audience:

Individuals working in a project environment who want to understand more advanced aspects of Microsoft Project 2019 and have knowledge of project management processes, planning, and PC use.

Attending this workshop will help you to:

- 🕒 Understand more advanced aspects of the user interface and how to create projects.
- 🕒 Schedule projects without resources.
- 🕒 Confidently use filters, layouts, printing, and baselines.
- 🕒 Update an un-resourced project.
- 🕒 Create and assign roles and resources.
- 🕒 Control projects with resources and costs.

Prerequisites for attending:

- 🕒 Students should have knowledge of project management processes, how to plan a project including the development of a Work Breakdown Structure, and experience in the use of PCs and operating systems.
- 🕒 A stable internet connection is required and having a second display is beneficial but not required.
- 🕒 Please ensure learners have the Microsoft Project 2019 application installed.

MICROSOFT FORMS (FULL DAY)

About this course:

Microsoft Forms is a cloud-based tool that allows users to create custom surveys, quizzes, polls, and questionnaires. It provides a platform for collecting and analysing data from participants, which can be viewed in real-time. This 1-Day course is designed to help participants understand the features of Microsoft Forms and learn how to create and share forms with others.

Target Audience:

This course is designed for individuals who are looking to gain a better understanding of Microsoft Forms. This may include anyone who needs to create custom surveys, quizzes, polls, or questionnaires.

Attending this course will help you to:

- 🕒 Create your first form by adding questions.
- 🕒 Use themes and styles for your form.
- 🕒 Share your form to known and anonymous users.
- 🕒 See what recipients of forms experience.
- 🕒 Preview the results of your form and save them.
- 🕒 Explore the different kinds of forms like surveys, polls, questionnaires, and more.
- 🕒 Build reports from form results.
- 🕒 Explore form results in Excel and chart form results.
- 🕒 Explore mobile and offline form experiences.
- 🕒 Integrate forms with other Microsoft Office applications like Teams and SharePoint.

Prerequisites for attending:

- 🕒 This course is designed for individuals who have a basic understanding of Microsoft Office 365.
- 🕒 A stable Internet connection is required.
- 🕒 Having a second display is beneficial but not required.
- 🕒 No prior experience using Microsoft Forms is required.

MICROSOFT BOOKINGS (2-DAYS)

About this course:

Microsoft Bookings is a web-based booking calendar that streamlines scheduling and managing appointments. It integrates with Outlook to optimize your staff's calendar and give your customers flexibility to book a time that works best for them. With email and SMS text notifications, it reduces no-shows and enhances customer satisfaction, saving your organization time with a reduction in repetitive scheduling tasks.

Target Audience:

Business owners and managers who want to optimize their scheduling process and enhance customer satisfaction, or anyone whose role requires them to manage appointments and schedules.

Attending this workshop will help you to:

- 🕒 Streamline your business with online booking.
- 🕒 Launch and set up Bookings.
- 🕒 Add your business information and define your business offerings.
- 🕒 Add a service for groups.
- 🕒 Set reminder emails and scheduling policies.
- 🕒 Customize, publish, and preview your Bookings page.
- 🕒 Create and manage your staff list and schedule time off.
- 🕒 Share a link to your bookings page.
- 🕒 Schedule a new booking for a customer.
- 🕒 Modify staff availability.
- 🕒 Manage your customer list.
- 🕒 Create a group booking.
- 🕒 Re-assign staff to a booking.
- 🕒 Book an appointment as a customer.
- 🕒 Access Bookings on a mobile device.
- 🕒 Reschedule a booking on a mobile device.
- 🕒 Cancel a booking on a mobile device.

Prerequisites for attending:

- 🕒 No prior understanding of Microsoft Bookings is required.
- 🕒 A stable internet connection is required.
- 🕒 Having a second display is beneficial but not required.

MICROSOFT KAIZALA (HALF-DAY)

About this workshop:

Microsoft Kaizala is a secure messaging and work management app that enables teams to collaborate seamlessly, both within and outside of the organization. With features like instant messaging, task coordination, invoicing, and special tools, Microsoft Kaizala empowers teams to stay connected and productive no matter where they are.

Target Audience:

Anyone who needs to collaborate with others in their organization, or outside of it.

Attending this workshop will help you to:

- 🕒 Download and install Microsoft Kaizala on your mobile device.
- 🕒 Set up your profile and start using the app.
- 🕒 Start a chat and view pending actions.
- 🕒 Use Microsoft Kaizala actions, such as quiz, announcement, send location, create meeting, etc.
- 🕒 Explore Microsoft Kaizala groups and hierarchical groups.
- 🕒 Get an introduction to the Microsoft Kaizala Management Portal.

Prerequisites for attending:

- 🕒 No prior knowledge of Microsoft Kaizala is required.
- 🕒 A stable internet connection is necessary.
- 🕒 having a second display is beneficial but not mandatory.

MICROSOFT STREAM (HALF-DAY)

About this course:

Microsoft Stream is an Enterprise Video service that enables organizations to upload, view, and share videos securely. It is a tool that can aid team collaboration by allowing them to share recordings of classes, meetings, presentations, training sessions, or other videos.

With Microsoft Stream, you can also share comments on a video, tag timecodes in comments and descriptions to refer to specific points in a video and discuss with colleagues.

Target Audience:

This workshop is recommended for individuals who are interested in learning how to use Microsoft Stream to share great content with co-workers, categorize and organize videos, create groups and channels, manage settings, understand and manage security, and collaborate with other Microsoft 365 apps.

Attending this workshop will help you to:

- 🕒 Become familiar with the Stream interface.
- 🕒 Share great content with co-workers.
- 🕒 Categorize and organize your videos.
- 🕒 Create groups and channels and manage settings.
- 🕒 Understand and manage Stream security.
- 🕒 Add videos to groups and channels.
- 🕒 Collaborate with other Microsoft 365 apps like Teams, Yammer, SharePoint, and Sway.
- 🕒 Use Stream transcripts.

Prerequisites for attending:

- 🕒 No prior knowledge of Microsoft Stream is required.
- 🕒 A stable internet connection is necessary.
- 🕒 A second display is beneficial but not required.

TAKE SMARTER NOTES WITH MICROSOFT 365 APPS (HALF-DAY)

About this course:

In this course, participants will learn how to take more efficient notes using the apps in Microsoft 365 (formerly Office 365). Learn which is the best tool for the job, whether it's taking notes for yourself, note-taking as a team, taking meeting minutes, or note-taking on a mobile device.

Target Audience:

Anyone who wants to improve their note-taking efficiency and productivity.

Attending this workshop will help you to learn:

- 🕒 How to take more efficient notes using the apps in Microsoft 365.
- 🕒 Which is the best tool for the job, whether it's taking notes for yourself, note-taking as a team, taking meeting minutes, or note-taking on a mobile device.
- 🕒 How to take handwritten notes with digital pens in OneNote.
- 🕒 How to create OneNote notes from Outlook emails.
- 🕒 How to capture and save images with the Office Lens and OneDrive mobile apps.
- 🕒 How to take a quick note with a keyboard shortcut.
- 🕒 How to automatically create a notebook page from Outlook meeting details.
- 🕒 How to ideate with others using the Microsoft Whiteboard app. In conclusion.
- 🕒 How to add a notebook to a team channel for group collaboration.

Prerequisites for attending:

- 🕒 No previous prerequisites for attending are required.

MICROSOFT 365 CoPILOT (HALF-DAY)

About this course:

This course provides an overview of Microsoft 365 CoPilot and its integration with other apps and services.

Target Audience:

This course is designed for users who want to learn how to use Microsoft 365 CoPilot to improve their productivity and collaboration.

Attending this course will help you to:

- 🕒 Understand the features and capabilities of Microsoft 365 CoPilot
- 🕒 Learn how to integrate CoPilot with other apps and services such as Outlook, Teams, OneDrive, SharePoint, and Power Automate
- 🕒 Discover best practices for using CoPilot to improve productivity and collaboration.

Prerequisites for attending:

- 🕒 Basic knowledge of Microsoft 365 apps and services
- 🕒 Familiarity with the Windows operating system

MICROSOFT 365 PLANNER - INTRODUCTION (HALF-DAY)









About this course:

Microsoft Planner is a planning and project management application for Microsoft 365 that helps you stay organized and manage projects more efficiently. In this half-day workshop, you will learn how to create and manage plans, tasks, and files, as well as view progress and communicate with team members. Stay focused on what's important and get things done with Microsoft Planner.


Target Audience:

Individuals who want to learn how to use Microsoft Planner for project management.

Attending this workshop will help you to learn:

-  Create a new plan.
-  Add and assign tasks.
-  Sort tasks into buckets.
-  Attach files to tasks.
-  Flag tasks with labels.
-  Update task status.
-  View progress on a plan.
-  Use charts to view progress.

Prerequisites for attending:

-  A basic understanding of computers and productivity applications is required.

MICROSOFT 365 PLANNER DEEP DIVE (HALF-DAY)

About this course:

Microsoft 365 Planner is a powerful tool for team collaboration and project management. In this course, you'll learn how to use Planner to its fullest potential by applying best practices for planning and building boards, integrating with other apps for notifications and effective collaboration, and more.

Note: This course is regularly updated to include the latest relevant AI releases and best practice.

Target Audience:

This course is designed for anyone who wants to become proficient in using Microsoft 365 Planner for project management and team collaboration.

Attending this workshop will help you to:

- 🕒 Filter and group tasks.
- 🕒 Learn best practices for building a planner board.
- 🕒 Use Planner on mobile.
- 🕒 Use checklists.
- 🕒 Copy Plans.
- 🕒 Export plans to Microsoft Excel.
- 🕒 Get Planner tasks in Microsoft To-Do.
- 🕒 Get task assignment notifications in Microsoft Teams.
- 🕒 Modify and use labels to categorise tasks.
- 🕒 Use Board, Charts and Calendar views.
- 🕒 Integrate Planner with SharePoint, Outlook, OneNote, etc.
- 🕒 Manage group notification settings.

Prerequisites for attending:

- 🕒 A basic working knowledge of Microsoft Planner is required.
- 🕒 You will require an existing Microsoft Office 365 for Work account.

MANAGE PROJECT COMMUNICATION WITH MICROSOFT 365 (1-DAY)

About this course:

Efficient project management requires one to stay up to date with multiple applications. The use of several different applications can make it challenging to keep yourself and stakeholders informed. In this course, participants will learn about the Microsoft 365 tools and services such as Outlook, Planner, and Teams, that can help them streamline their project management process, enabling them to work more efficiently.

Target Audience:

Project managers and individuals who want to manage their projects more efficiently.

Attending this workshop will help you to:

- 🕒 Learn about the Microsoft 365 tools and services—including Outlook, Planner, Teams, and more.
- 🕒 Manage your projects more efficiently.
- 🕒 Leverage several different applications in your workflow.
- 🕒 Keep yourself and your stakeholders up to date.
- 🕒 Create templates, leverage reusable content, and automate emails in Outlook.
- 🕒 Keep the right stakeholders informed by creating threaded conversations and private chats in Teams.
- 🕒 Create and manage tasks in Planner, including how to update a Planner task from the Teams app.
- 🕒 Manage cloud-based files in OneDrive, SharePoint, or Teams.
- 🕒 Collect feedback using Forms.
- 🕒 Use SharePoint lists to organize projects.

Prerequisites for attending:

- 🕒 A basic understanding of computers and productivity applications is required.

Please note: This course is full day but can be adapted for half day with fewer exercises.

MICROSOFT 365 - IMPROVE PRODUCTIVITY THROUGH COLLABORATION (1-DAY)

About this course:

Microsoft 365 offers the latest Office apps and features for communication, file sharing, and project planning. The apps in Microsoft 365—Word, Excel, PowerPoint, Outlook, Teams, and more—are designed with collaboration in mind, yet many users aren't leveraging all that these tools have to offer. In this course, you will learn tips for maximizing team productivity in Microsoft 365.

Target Audience:

Managers, team leads, or anyone who needs to collaborate and communicate more efficiently in Microsoft 365.

Attending this workshop will help you to:

- 🕒 Learn about the latest Office apps and features for communication, file sharing, and project planning.
- 🕒 Maximize team productivity in Microsoft 365.
- 🕒 Work with shared calendars in Outlook.
- 🕒 Connect with your colleagues in Teams.
- 🕒 Manage files that have been shared in Teams (as well as accessing those shared files in tools like SharePoint and Outlook)
- 🕒 Communicate more efficiently using Groups.
- 🕒 Use file libraries in SharePoint.
- 🕒 Share notes and files via OneDrive.
- 🕒 Create shared tasks and projects in Planner.

Prerequisites for attending:

- 🕒 A basic understanding of computers and productivity applications is required.

Please note: This course is full day but can be adapted for half day with fewer exercises.

MS ACCESS DEEP DIVE (1-DAY)







About this course:

Microsoft Access is a database management system from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. In this course you will learn about the Access screen, table and report objects, query objects and properties, form objects and advanced tables, advanced queries and reports, advanced forms and automating things in your forms, more form automations like buttons and macros.


Target Audience:

Data Analysts, IT Professionals or anyone who wants to improve their understanding of Microsoft Access.

Attending this workshop will help you to:

-  Create Effective Database Tables.
-  Understand Table Relationships.
-  Build Dynamic User Data Forms.
-  Effectively Retrieve Data Using Access Queries.
-  Build Effective Reports.
-  Automate Access Database Tasks with Macros.

Prerequisites for attending:

-  Intermediate data knowledge is required.

MICROSOFT LISTS (1-DAY)






About this course:

Microsoft Lists is a Microsoft 365 application that allows you to create simple, intelligent, and flexible lists to help you keep up to date with your team and have all the information at hand so that you can organize your work much more effectively. In this course, we are going to cover use case scenarios by creating lists to improve workflow. We will also be integrating with Excel, Teams, and SharePoint to show you the full functionality of Lists.

Target Audience:

Anybody who wants to improve their ability to track information and organize work.

Attending this workshop will help you to:

-  Make a list from scratch.
-  Import Excel sheets into Lists.
-  Use List templates.
-  Customize your layout.
-  Use List in Teams and SharePoint.

Prerequisites for attending:

-  You will require an existing Microsoft 365 Account.

DATA ANALYTICS, AI AND OTHER APPLICATIONS

Note: Our courses are regularly updated to include the latest relevant AI releases and best practice.

DATA ANALYTICS – PROGRAMME (6 DAYS)

About this programme:

Data analytics is the science of taking raw data and analysing it to find trends and uncover patterns. In today's modern analytics, AI can process large quantities of data and generate insights beyond what human analysts can do. Data analytics has become an indispensable tool for decision making in the 21st century.

The vast amounts of data generated by modern businesses and organizations require sophisticated techniques for their analysis. Data analytics converts raw data into actionable insights. It includes a range of tools, technologies, and processes used to find trends and solve problems by using data. Data analytics can shape business processes, improve decision-making, and foster business growth.

This programme is designed to equip you with the skills required to proficiently use Python, Excel and other relevant tools for Data Analytics.







The training spans a full 6 days and covers essential topics. Participants will gain comprehensive knowledge of how to fetch data from a database using SQL, create python scripts, prepare data for analysis, and analyse data using Python's versatile data analysis tools. Upon completion of this course, participants will possess all the necessary skills to analyse and interpret large data sets, draw insights, and make data-driven decisions.

The primary goal of a data analyst is to **increase efficiency and improve performance**.







Target Audience:

Anyone who analyses large data, including data scientists, business analysts, researchers, and students.

This programme will integrate the following learning:

-  Coding Fundamentals (Python) – Beginner
-  Coding Fundamentals (Python) – Intermediate
-  SQL Programming Introduction
-  Data Analytics Theory in Microsoft Excel
-  Python for Data Analytics
-  Python for Data Analytics: Designing a report

Prerequisites for attending:

-  A stable internet connection
-  A second monitor is recommended but not required.
-  A python code editor (Visual Studio Code is recommended)
-  SQL Server Developer Edition installed.
-  SSMS Installed.
-  Data Required for this course will be provided during the course.

SQL PROGRAMMING INTRODUCTION (1-DAY)

About this course:

SQL (Structured Query Language) is a programming language designed for managing and manipulating relational databases. It's used by many organizations to manage their data and extract valuable insights. This course provides an introduction to SQL programming and covers the fundamentals of querying relational databases.

Target Audience:

Anyone who wants to learn the basics of SQL programming.

Attending this course will help you to:

- 🕒 Understand the basics of SQL syntax.
- 🕒 Understanding the basics of database schemas and models.
- 🕒 Query databases to retrieve data.
- 🕒 Filter, sort, and aggregate data.
- 🕒 Join multiple tables to extract valuable insights.
- 🕒 Understand database normalization.
- 🕒 Understand how to use SQL in various applications.

Prerequisites for attending:

- 🕒 No prior knowledge of SQL programming is required.
- 🕒 Basic computer skills are necessary.
- 🕒 A second monitor is recommended but not required.
- 🕒 A stable internet connection is required.
- 🕒 SQL Server Developer Edition installed.
- 🕒 SSMS Installed.
- 🕒 Data Required for this course will be provided during the course.

Note: Although SQL Server is required for this course, these skills translate almost seamlessly with other SQL databases. This course focuses on the DML subset of SQL.

SQL PROGRAMMING INTERMEDIATE (1-DAY)

About this course:

SQL (Structured Query Language) is a programming language designed for managing and manipulating relational databases. It's used by many organizations to manage their data and extract valuable insights. This course is designed to upgrade your SQL skills to an intermediate level, teaching you everything you need to know in being fluent with SQL programming.

Target Audience:

This course is designed for individuals seeking to enhance their SQL skills. It is particularly suited for those who work with SQL daily and want to optimize their programming skills for maximum efficiency.

Attending this course will help you to:

- 🕒 Write SQL queries for both OLTP and OLAP databases.
- 🕒 Create complex subqueries.
- 🕒 Understand and create Views, Functions, and procedures.
- 🕒 Apply further filtering techniques such as IF and CASE statements.
- 🕒 Combine these techniques to create complex Queries

Prerequisites for attending:

- 🕒 A basic knowledge of SQL programming is required.
- 🕒 Basic computer skills are necessary.
- 🕒 A second monitor is recommended but not required.
- 🕒 A stable internet connection is required.
- 🕒 SQL Server Developer Edition installed.
- 🕒 SSMS Installed.
- 🕒 Data Required for this course will be provided during the course.

Note: Although SQL Server is required for this course, these skills translate almost seamlessly with other SQL databases. This course focuses on the DML subset of SQL.

CODING FUNDAMENTALS (PYTHON) – BEGINNER (1-DAY)

About this course:

Coding Fundamentals (Python) is an introductory course that aims to teach participants the basics of coding and software development. The course will cover the fundamentals of the Python programming language and provide an overview of basic data types and programming concepts.

Target Audience:

This course is ideal for anyone who wants to get involved in the development process of applications or gain a better understanding of what is involved in software development. It is also suitable for those in management roles who work with development teams or contract development services.

Attending this course will help you to:

- 🕒 Understand the difference between coding and programming.
- 🕒 Develop a working understanding of software development.
- 🕒 Know when coding is necessary in the development process.
- 🕒 Understand what Python is and what it is used for.
- 🕒 Learn the fundamentals of Python programming, including spacing, commenting, and context.
- 🕒 Become familiar with the Python glossary and its terminology.
- 🕒 Understand basic data types, such as JSON, string, Boolean, list, and dictionary.
- 🕒 Understand basic programming concepts, including variables, assignment statements, print functions, and data navigation.

Prerequisites for attending:

- 🕒 Stable internet connection.
- 🕒 A Python code editor
- 🕒 Having a second monitor is beneficial but not required.

CODING FUNDAMENTALS (PYTHON) – INTERMEDIATE (1-DAY)

About this course:

This Intermediate Python workshop is designed to help anyone looking to be more involved in the development process of applications. It is also an excellent introduction to application development. Participants will learn about Python exceptions, keywords, loops, and built-in functions, as well as how to create their first function with parameters and return statements.

Target Audience:

This course is suitable for anyone with a basic working knowledge of Python who wants to further develop their skills. It is also ideal for managers who want to gain a better understanding of what a development role entails to better lead their team. Companies that work with development teams or contract work for development services can also benefit from this course.

Attending this course will help you to:

- 🌀 Research and troubleshoot Python exceptions.
- 🌀 Use the Python Shell
- 🌀 Understand Python Keywords
- 🌀 Create Python Loops (If, While, For and Try statements)
- 🌀 Understand core Python Built-in Functions
- 🌀 Write your first Function (Parameters and Return statements)

Prerequisites for attending:

- 🌀 A stable internet connection
- 🌀 A python code editor
- 🌀 A basic working knowledge of Python is required.
- 🌀 Having a second monitor is beneficial but not required.

CODING FUNDAMENTALS (PYTHON) – ADVANCED (1-DAY)

About this course:

This advanced Python workshop will help participants to develop a deeper understanding of Python classes, core operators, set methods, libraries, and working with APIs. This course is designed for individuals who want to be involved in the development process of applications or gain an introduction into application development. It is also beneficial for those in management roles who require a greater understanding of what a development role entails to better support their team. Companies that work with development teams or contract work for development services can also gain valuable insights from this course.

Target Audience:

Individuals who want to deepen their knowledge of Python and become more involved in the development process of applications. This course is also suitable for managers who want to better understand their team's work and for companies that work with development teams or contract development services.

Attending this course will help you to:

- 🕒 Understand Python classes.
- 🕒 Understand core Python operators.
- 🕒 Use Python set methods.
- 🕒 Understand Python libraries.
- 🕒 Work with Python Request and APIs.

Prerequisites for attending:

- 🕒 Stable internet connection
- 🕒 Python code editor
- 🕒 Having a second monitor is beneficial but not required.
- 🕒 An intermediate working knowledge of Python is required.

PYTHON FOR DATA ANALYTICS (1-DAY)

About this course:

Python is a high-level, interpreted programming language that is used for a wide range of applications. In this course, you will learn how to use Python for data analytics, with a focus on three popular Python packages: NumPy, Pandas, and Matplotlib. These three powerful tools working together are the three musketeers of data analytics for python.

This course is focused on applying data analytics techniques to real-world problems.

Target Audience:

Anyone who wants to learn how to use Python for data analytics, including data scientists, business analysts, researchers, and students.

Attending this course will help you to:

- 🕒 Import data into a Python environment.
- 🕒 Multidimensional arrays and aggregates using NumPy.
- 🕒 Manipulate Dataframes and analyse data using Pandas.
- 🕒 Create custom visualisations with Matplotlib.
- 🕒 Build end-to-end data analytics pipelines.
- 🕒 Apply data analytics techniques to real-world problems.

Prerequisites for attending:

- 🕒 Attendees require an intermediate python skill level before attending this course (See our intermediate python course for details)
- 🕒 Attendees should have access to a stable Python environment.
- 🕒 Attendees should have stable internet access.
- 🕒 A second monitor is recommended but not required.

PYTHON DATA ANALYTICS: DESIGNING A REPORT (1-DAY)

About this course:

Data analysis is a fundamental aspect of several businesses and organizations, and the capability to craft professional reports that precisely convey insights is indispensable. This course will enable you to employ Python for data analytics, with a specific emphasis on retrieving data from SQL servers, creating compelling data visualizations, examining data in OLTP databases, and crafting refined reports in Microsoft Word. These reports will showcase valuable insights to your team in a remarkable fashion.

Target Audience:

Data analysts, business analysts and students who want to refine their skills and become proficient in the complete analytical pipeline.

Attending this course will help you to:

- 🕒 Investigate data in OLTP databases using SQL Server.
- 🕒 Fetch data from SQL server using Python and pyodbc.
- 🕒 Manipulate and shape the data using Pandas Dataframes.
- 🕒 Design excellent visuals using Python Matplotlib.
- 🕒 Design a professional report in Microsoft Word.
- 🕒 Apply data analytics techniques to real-world problems.
- 🕒 Understand how to effectively communicate insights through data visualizations and reports.

Prerequisites for attending:

- 🕒 Existing skills: Microsoft word (Intermediate), Python for Data Analytics, SQL Server, SQL Programming (Introduction). See our existing courses in these areas for more detail.
- 🕒 Attendees should have access to a Python environment.
- 🕒 Attendees should have SQL Server installed. The data required for this course will be provided during the course.
- 🕒 Microsoft Word should be installed.

Note: This course is designed to help learners put into practice basic but existing Python and analytical skills. Learners should have existing Python, Microsoft word and analytical skills. This course is an opportunity for learners to refine their skills and become familiar with the complete analytical pipeline using Python.

AI SERVICES: MASTER GENERATIVE PROMPT ENGINEERING (1-DAY)

About this course:

Generative Prompt Engineering is an artificial intelligence skill where you generate content or code on provided prompts. In this course, you will learn how to use Generative Prompt Engineering proficiently, allowing you to generate high-quality content for various purposes such as creative writing, marketing copy, social media posts, product descriptions, code and more. You will learn how to expertly write prompts in a way that returns the best result and how to fine-tune generated text to meet your specific needs.

Target Audience:

Writers, content creators, marketers, social media managers, graphic designers, product managers, and anyone who wants to learn more about AI tools.

Attending this course will help you to:

- 🕒 Setup Generative Prompt Engineering in your preferred environment
- 🕒 Expertly write prompts for generating desired text.
- 🕒 Fine-tune generated text to meet your specific needs.
- 🕒 Use weights to emphasize certain styles, tones, or themes in your text.
- 🕒 Create a consistent series of text outputs.

Prerequisites for attending:

- 🕒 A stable internet connection.
- 🕒 Familiarity with basic text editing tools such as Microsoft Word or Google Docs.
- 🕒 Understanding of basic programming concepts such as variables, functions, and API calls (optional).

MASTER ARTIFICIAL INTELLIGENCE FOR PRODUCTIVITY - PROGRAMME (3-DAYS)

About this programme:

As the prevalence of artificial intelligence continues to expand throughout the internet, these powerful tools are now accessible beyond the world of tech enthusiasts. With the employment of Natural Language Processing (NLP) provided by ChatGPT and stable diffusion-powered text-to-image generation through Midjourney, you can enhance your productivity to unprecedented levels.

Our 3-day programme is designed to educate you comprehensively on the utilization of these cutting-edge tools.



Target Audience:

Artists, Writers, bloggers, game developers, Graphics designers and anyone who wants to learn more about AI tools.

This programme will integrate the following learning:

- 🕒 AI Services: Midjourney (Day 1)
- 🕒 AI Services: ChatGPT Intro (Day 2)
- 🕒 AI Services: Generative Prompt Engineering (Day 3)

Prerequisites for attending:

- 🕒 A stable internet connection.
- 🕒 A paid Midjourney account.
- 🕒 A paid ChatGPT account.

AI SERVICES: CHATGPT INTRODUCTION (HALF-DAY)

About this course:

ChatGPT is an Artificial Intelligence (AI) platform that uses advanced Natural Language Processing (NLP) techniques to understand and respond to human language. In this course we will explore the features and capabilities of ChatGPT, when you should leverage this powerful tool, how to write effective prompts and best practices when using an AI platform.

Target Audience:

Anyone looking to streamline daily workflows, improve work quality and develop new skills.

Attending this course will help you to:

- 🕒 Understand the capabilities and limitations of ChatGPT.
- 🕒 Write prompts to assist your workflow in many ways.
- 🕒 Use ChatGPT to assist in learning new skills.
- 🕒 Use best practices when articulating your prompts.
- 🕒 Leverage ChatGPT's contextually relevant responses.

Prerequisites for attending:

- 🕒 Access to a ChatGPT account.
- 🕒 A stable internet connection.
- 🕒 A second monitor is recommended but not required.

AI SERVICES: GETTING STARTED WITH OPENAI API (1-DAY)

Premium Pricing

About this course:

OpenAI API is a cloud-based platform that allows developers and organizations to integrate cutting-edge artificial intelligence services into their applications. OpenAI API provides access to advanced natural language processing, machine learning, and computer vision models, empowering you to create intelligent applications with ease.

In this course, you will learn how to leverage OpenAI API capabilities to build intelligent applications.

Target Audience:

Developers who want to integrate AI capabilities into their applications or anyone who wants to learn how to use OpenAI API.

Attending this course will help you to:

- 🕒 Understand the capabilities of OpenAI API.
- 🕒 Configure your API key and access the service.
- 🕒 Comfortably navigate the OpenAI API documentation.
- 🕒 Write and configure various API requests to the service.
- 🕒 Integrate OpenAI API into your applications or services.
- 🕒 Optimize your AI models for accuracy and efficiency.

Prerequisites for attending:

- 🕒 Learners should have a working knowledge of programming languages such as Python (Python will be the language used to demonstrate these features)
- 🕒 A paid account to OpenAI is required.
- 🕒 A stable internet connection.
- 🕒 A second monitor is recommended but not required.

AI SERVICES: MIDJOURNEY (1-DAY)

Premium Pricing

About this course:

Midjourney is an AI powered service that creates images from detailed textual descriptions.

In this course, you will learn how to use this software proficiently, allowing you to create your own thumbnails, cover-art, banners, icons, game assets and more. You will learn how to expertly write prompts in a way that returns the best result.

Target Audience:

Artists, Writers, bloggers, game developers, Graphics designers and anyone who wants to learn more about AI tools.

Attending this course will help you to:

- 🕒 Setup Midjourney in your discord client.
- 🕒 Expertly write prompts for a desired image.
- 🕒 Access and upscale your previously generated images.
- 🕒 Use weights to emphasis certain themes in your images.
- 🕒 Create a consistent series of images.

Prerequisites for attending:

- 🕒 A stable internet connection.
- 🕒 Discord installed and signed in (Free)
- 🕒 A paid Midjourney Account

COMFYUI TRAINING (1-DAY)

About this course:

ComfyUI is an AI-powered software that simplifies UI design by creating graphical user interface (GUI) designs based on textual descriptions. In this course, you will learn how to proficiently use ComfyUI to design your own UIs for your website, application, or software. You will learn how to write prompts that yield the best results, customize your designs, and create a consistent design theme.

Target Audience:

Web and software developers, UI/UX designers, graphic designers, and anyone interested in learning more about AI-powered design tools.

Attending this course will help you to:

- 🕒 Set up ComfyUI in your web or software development environment
- 🕒 Expertly write prompts for generating UI designs
- 🕒 Customize and refine UI designs based on your requirements
- 🕒 Utilize ComfyUI to generate and upscale your UI designs
- 🕒 Use ComfyUI to create a consistent design theme.

Prerequisites for attending:

- 🕒 Basic understanding of web or software development
- 🕒 Stable internet connection
- 🕒 A development environment (such as Visual Studio Code or similar) installed and set up
- 🕒 Familiarity with basic design concepts

AUTOCAD – INTRODUCTION (3-DAYS)

Premium Pricing

About this course:

AutoCAD is a computer-aided design (CAD) software application used for 2D and 3D design, documentation, and drafting. It is used in a variety of industries such as Architecture, Engineering, Construction, and Manufacturing. AutoCAD allows designers and engineers to create and modify 2D and 3D models of components, assemblies, and architectural plans.

AutoCAD Introduction is a comprehensive 3-day training programme for Beginners. This is a practical course that will teach you how to create 2D CAD drawings for production, technical drawings, and architectural plans.

Target Audience:

- 🕒 Architecture, engineering, and construction businesses of any size looking to use CAD to help improve their drafting, design quality and lead times.
- 🕒 Individuals who would like to learn the software and become Freelance Designers

Attending this course will help you to:

- 🕒 Navigate the AutoCAD interface with confidence
- 🕒 Create basic drawings and objects using lines, arcs, polylines, and more
- 🕒 Use object snaps and object snap tracking to accurately place objects
- 🕒 Manipulate objects with precision using commands such as move, copy, rotate, mirror, and scale
- 🕒 Alter objects by trimming and extending them, creating parallel and offset geometry, and joining them
- 🕒 Use layers and object properties to organize drawings and make editing more efficient
- 🕒 Understand the difference between model space and paper space and how to use them effectively.
- 🕒 Create layouts and viewports to better manage drawing space
- 🕒 Add annotations to drawings using text and dimensions
- 🕒 Create reusable content such as blocks and symbols
- 🕒 Use hatch patterns to fill objects with solid or patterned colours
- 🕒 Plot drawings for printing or PDF output
- 🕒 Use keyboard shortcuts and command line inputs to speed up workflow
- 🕒 Backup and recover drawings in case of data loss or corruption
- 🕒 Understand and use AutoCAD's inquiry commands and measurement tools
- 🕒 Use polar tracking and dynamic input to draw with precision

Prerequisites for attending:

- 🕒 Familiar with Windows 10 & using a computer for general tasks such as web browsing etc.
- 🕒 For face-to-face, onsite learning in the workplace or virtual learning you will need access to the software. AutoCAD is a subscription service that offers a 30-day free trial that can be used to take the course before you start to pay for a subscription. You can find out further details on how to obtain a free trial and pricing info for the software using this link - [AutoCAD Info & Trial](#)
- 🕒 Colleges & University's may have access to a free AutoCAD educational license
- 🕒 **Important!** – Please take note of the system requirements below as computers that operate below this specification will not be able to run the software efficiently and it will severely impact your learning experience. It will cause the PC to slow down the application and reduce the amount of time available for learning.

System requirements for AutoCAD 2022 including Specialized Toolsets (Windows)	
Operating System	64-bit Microsoft® Windows® 11 and Windows 10. See Autodesk's Product Support Lifecycle for support information.
Processor	Basic: 2.5–2.9 GHz processor Recommended: 3+ GHz processor
Memory	Basic: 8 GB Recommended: 16 GB
Display Resolution	Conventional Displays: 1920 x 1080 with True Color High Resolution & 4K Displays: Resolutions up to 3840 x 2160 supported on Windows 10 (with capable display card)
Display Card	Basic: 1 GB GPU with 29 GB/s Bandwidth and DirectX 11 compliant Recommended: 4 GB GPU with 106 GB/s Bandwidth and DirectX 12 compliant
Disk Space	10.0 GB
Network	See Autodesk Network License Manager for Windows
Pointing Device	MS-Mouse compliant
.NET Framework	.NET Framework version 4.8 or later

About this course:

AutoCAD is a computer-aided design (CAD) software application used for 2D and 3D design, documentation, and drafting. It is used in a variety of industries such as Architecture, Engineering, Construction, and Manufacturing. This course is designed for those who have completed the AutoCAD Introduction course or have equivalent experience with AutoCAD.

AutoCAD - Intermediate is a comprehensive 3-day training programme that will teach you advanced techniques in AutoCAD. This is a practical course that will help you create professional 2D CAD drawings for production, technical drawings, and architectural plans.

Target Audience:

- 🕒 Architecture, engineering, and construction businesses of any size looking to improve their drafting, design quality, and lead times with advanced AutoCAD skills.
- 🕒 Individuals who have completed the AutoCAD Introduction course or have equivalent experience with AutoCAD and would like to take their skills to the next level.

Attending this course will help you to:

- 🕒 Apply advanced drawing techniques, including working with splines, creating advanced polylines, and isometric drawings.
- 🕒 Create and work with tables and table styles, including importing from and exporting to tables.
- 🕒 Work with reusable content, including advanced tool palettes and DesignCenter.
- 🕒 Use macros for customization and customize the user interface.
- 🕒 Use system variables and create dynamic blocks with actions, parameters, and multiple shapes.
- 🕒 Create parametric objects and use structural constraints, AutoConstrain, and formulae.
- 🕒 Create and edit attributes, including user-defined and field-driven attributes, text fields, and data extraction.
- 🕒 Work with external references (Xrefs) and raster images, overlay vs attachment, and team collaboration using eTransmit for distribution.
- 🕒 Use draw order and User Coordinate Systems (UCS) with the World Coordinate System (WCS), custom UCS, and multiple UCS.
- 🕒 Import PDF files and control the PDF display and import PDF as an AutoCAD drawing.
- 🕒 Apply advanced dimension styles, including dimension sub styles, using the dimension tool, and dimension tolerancing.
- 🕒 Use multileader styles, wipeouts, and revision clouds, and understand annotative behaviour for text, dimensions, leaders, blocks, and hatching.
- 🕒 Apply advanced use of layer groups and filters, including creating a group filter and layer visibility within a viewport.
- 🕒 Apply advanced layouts and paper space techniques, including advanced creation techniques, viewport manipulation, custom viewport scales, and named views.
- 🕒 Control line weight with object line weight, layer line weight, and colour line weight (CTB files).
- 🕒 Apply advanced plotting and exporting techniques, including sheet sets, batch plotting, and exporting DWF and DWFX files.
- 🕒 Work efficiently by purging unnecessary items.

Please ensure you read the prerequisites for attending, on the next page.

Prerequisites for attending:

- 🕒 Completion of the AutoCAD Introduction course or equivalent experience with AutoCAD.
- 🕒 For face-to-face, onsite learning in the workplace or virtual learning you will need access to the software. AutoCAD is a subscription service that offers a 30-day free trial that can be used to take the course before you start to pay for a subscription. You can find out further details on how to obtain a free trial and pricing info for the software using this link - [AutoCAD Info & Trial](#)
- 🕒 Colleges & University's may have access to a free AutoCAD educational license
- 🕒 **Important!** – Please take note of the system requirements below as computers that operate below this specification will not be able to run the software efficiently and it will severely impact your learning experience. It will cause the PC to slow down the application and reduce the amount of time available to cover all of the topics.

System requirements for AutoCAD 2022 including Specialized Toolsets (Windows)	
Operating System	64-bit Microsoft® Windows® 11 and Windows 10. See Autodesk's Product Support Lifecycle for support information.
Processor	Basic: 2.5–2.9 GHz processor Recommended: 3+ GHz processor
Memory	Basic: 8 GB Recommended: 16 GB
Display Resolution	Conventional Displays: 1920 x 1080 with True Color High Resolution & 4K Displays: Resolutions up to 3840 x 2160 supported on Windows 10 (with capable display card)
Display Card	Basic: 1 GB GPU with 29 GB/s Bandwidth and DirectX 11 compliant Recommended: 4 GB GPU with 106 GB/s Bandwidth and DirectX 12 compliant
Disk Space	10.0 GB
Network	See Autodesk Network License Manager for Windows
Pointing Device	MS-Mouse compliant
.NET Framework	.NET Framework version 4.8 or later

AUTOCAD – 3D TRAINING (2-DAYS)

Premium Pricing

About this course:

AutoCAD is a powerful computer-aided design (CAD) software application used for 2D and 3D design, documentation, and drafting.

AutoCAD 3D Training is a comprehensive 2-day course designed for professionals in the Architecture, Engineering, Construction, and Manufacturing industries who want to learn how to use AutoCAD for creating 3D models and designs. This is an intermediate level course that builds on the skills learned in the AutoCAD Introduction course. Participants would also be better equipped for this course after taking part in the AutoCAD Intermediate course.

Target Audience:

- 🕒 Architects, engineers, and construction professionals who want to learn how to create 3D models and designs using AutoCAD.
- 🕒 Manufacturing professionals who want to use AutoCAD for designing complex parts and assemblies.

Attending this course will help you to:

- 🕒 Navigate the 3D space confidently.
- 🕒 Create solid, surface, and mesh models with precision using various tools and techniques.
- 🕒 Use drafting tools such as lines, polylines, and 3D polylines in the 3D environment.
- 🕒 View and manage 3D models using viewport creation, section creation, and clipping planes.
- 🕒 Apply annotations and create a detail drawing set using the base tool.
- 🕒 Print your designs using visual styles and hidden line removal.
- 🕒 Render your models using camera settings, lighting, and materials. Control line weight with object line weight, layer line weight, and colour line weight (CTB files).
- 🕒 Apply advanced plotting and exporting techniques, including sheet sets, batch plotting, and exporting DWF and DWFX files.
- 🕒 Work efficiently by purging unnecessary items.

Prerequisites for attending:

- 🕒 Completion of the AutoCAD Introduction course or equivalent knowledge.
- 🕒 For face-to-face, onsite learning in the workplace or virtual learning you will need access to the software. AutoCAD is a subscription service that offers a 30-day free trial that can be used to take the course before you start to pay for a subscription. You can find out further details on how to obtain a free trial and pricing info for the software using this link - [AutoCAD Info & Trial](#)
- 🕒 Colleges & University's may have access to a free AutoCAD educational license
- 🕒 **Important!** – Please take note of the system requirements below as computers that operate below this specification will not be able to run the software efficiently and it will severely impact your learning experience. It will cause the PC to slow down the application and reduce the amount of time available to cover all of the topics over the 2 days.

System requirements for AutoCAD 2022 including Specialized Toolsets (Windows)	
Operating System	64-bit Microsoft® Windows® 11 and Windows 10. See Autodesk's Product Support Lifecycle for support information.
Processor	Basic: 2.5–2.9 GHz processor Recommended: 3+ GHz processor
Memory	Basic: 8 GB Recommended: 16 GB
Display Resolution	Conventional Displays: 1920 x 1080 with True Color High Resolution & 4K Displays: Resolutions up to 3840 x 2160 supported on Windows 10 (with capable display card)
Display Card	Basic: 1 GB GPU with 29 GB/s Bandwidth and DirectX 11 compliant Recommended: 4 GB GPU with 106 GB/s Bandwidth and DirectX 12 compliant
Disk Space	10.0 GB
Network	See Autodesk Network License Manager for Windows
Pointing Device	MS-Mouse compliant
.NET Framework	.NET Framework version 4.8 or later

AUTOCAD: FROM BEGINNER TO ADVANCED USER - PROGRAMME (8-DAYS)

About this Programme:

AutoCAD is a computer-aided design (CAD) software application used for 2D and 3D design, documentation, and drafting. It is used in a variety of industries such as Architecture, Engineering, Construction, and Manufacturing. AutoCAD allows designers and engineers to create and modify 2D and 3D models of components, assemblies, and architectural plans.

Premium Pricing

The full programme comprises of three elements AutoCAD Introduction (Days 1 to 3), AutoCAD Intermediate (Days 3 to 6) & AutoCAD 3D Training (Days 7 to 8).

This is a comprehensive 8-day training programme for students who wish to quickly upskill and learn how to be a proficient AutoCAD user. This is a practical course that will teach you how to create 2D and 3D CAD drawings for production technical drawings, and architectural plans.

Target Audience:

- o Architecture, engineering, and construction businesses of any size looking to use CAD to help improve their drafting, design quality and lead times.
- o Individuals who would like to learn the software and become Freelance Designers

This programme will integrate the following learning:

The AutoCAD interface (Day 1)

- o Features of the ribbon
- o The Application menu
- o The Quick Access toolbar
- o The command line
- o Keyboard shortcuts
- o Creating basic drawings

Creating basic objects (Day 1)

- o Working with lines
- o Working with arcs
- o Working with polylines
- o Using grips
- o Using object snaps
- o Using object snap tracking
- o Using polar tracking

Saving your work (Day 1)

- o Auto-backups
- o Other file formats, DXF, etc.
- o Disaster recovery

Accurate object creation (Day 1)

- o Working with units
- o Dynamic input
- o Using Inquiry commands
- o Using measurement tools to find length, area, etc.

Object viewing (Day 1)

- o Zooming techniques
- o Panning techniques

Manipulating objects (Day 1)

- o Selecting objects in the drawing
- o Noun/verb selection
- o Using Quick Select
- o Moving objects
- o Copying objects
- o Rotating objects
- o Mirroring objects
- o Arraying objects
- o Scaling objects

Altering objects (Day 2)

- o Trimming and extending objects to defined boundaries
- o Creating parallel and offset geometry
- o Joining objects
- o Filletting corners between two objects
- o Chamfering corners between two objects
- o Stretching objects

Drawing organisation (Day 2)

- o Using layers
- o Changing object properties
- o Matching object properties
- o Using the properties palette
- o Using linetypes

Working with layouts (Day 2)

- o Using page setups
- o Using layouts
- o Scaling drawing views

Annotating the drawing (Day 2)

- o Creating multiline text
- o Creating single line text
- o Using text styles
- o Editing text

Dimensioning (Day 2)

- o Creating dimensions
- o Using dimension styles
- o Editing dimensions
- o Using multileaders

Hatching objects (Day 3)

- o Hatching objects
- o Editing hatch objects

Working with reusable content (Day 3)

- o Creating and inserting blocks and symbols
- o Editing blocks and symbols
- o Using tool palettes
- o Working with groups

Layouts and paper space (Day 3)

- Understanding model space and paper space
- Creating layouts
- Creating and using viewports
- Setting viewport scales

Plotting your drawings (Day 3)

- Plotting drawings
- PDF output
- Multiple sheet drawings
- Using Plotstyles

Drawing templates (Day 3)

- Creating drawing templates
- Using drawing templates

One AutoCAD (Day 4)

- AutoCAD toolsets
- AutoCAD web app
- AutoCAD mobile app
- Understand and use AutoCAD's inquiry commands and measurement tools
- Use polar tracking and dynamic input to draw with precision

Advanced drawing techniques (Day 4)

- Working with splines
- Creating advanced polylines
- Isometric drawings

Tables and table styles (Day 4)

- Creating a table style
- Importing from and exporting to tables

Working with reusable content (Day 4)

- o Advanced tool palettes
- o DesignCenter
- o Using Macros for Customisation
- o Customising the User Interface
- o Using system variables
- o Dynamic blocks
- o Creating a dynamic block
- o Adding an action
- o Adding a parameter
- o Creating multiple shapes in one block
- o Parametrics
- o Creating parametric objects
- o Using structural constraints
- o Using AutoConstrain
- o Using formulae

Attributes (Day 4)

- o Creating user-defined attributes
- o Creating field-driven attributes
- o Editing attributes
- o Text fields
- o * Data Extraction

External references (Xrefs) (Day 4)

- o Raster Images
- o Drawing files
- o Overlay vs attachment
- o Team collaboration
- o Using eTransmit for distribution
- o Draw order

User Coordinate Systems (UCS) (Day 5)

- o Working with the World Coordinate System (WCS)
- o Setting custom UCS
- o Saving multiple UCS

Importing PDF files (Day 5)

- Controlling the PDF display
- Importing a PDF as an AutoCAD drawing

Advanced dimension styles (Day 5)

- Dimension sub styles
- Using the dimension tool
- Dimension tolerancing

Multileader styles (Day 5)

Wipeouts and revision clouds (Day 5)

Annotative behaviour (Day 5)

- Creating and using annotative text
- Creating and using Dimensions
- Creating and using Leaders
- Creating and using blocks
- Creating and using hatching

Advanced use of layer groups and filters (Day 6)

- Creating a group filter
- Layer visibility within a viewport

Advanced layouts and paper space (Day 6)

- Advanced creation techniques
- Viewport manipulation
- Creating custom viewport scales
- Named views

Line weight control (pen setup) (Day 6)

- o Object line weight
- o Layer line weight
- o Colour line weight (CTB files)

Advanced plotting and exporting (Day 6)

- o * Sheet sets
- o Batch plotting
- o Exporting DWF and DWFX files

Working efficiently (Day 6)

- o Purging
- o Use multileader styles, wipeouts, and revision clouds, and understand annotative behaviour for text, dimensions, leaders, blocks, and hatching.
- o Apply advanced use of layer groups and filters, including creating a group filter and layer visibility within a viewport.
- o Apply advanced layouts and paper space techniques, including advanced creation techniques, viewport manipulation, custom viewport scales, and named views.
- o Control line weight with object line weight, layer line weight, and colour line weight (CTB files).
- o Apply advanced plotting and exporting techniques, including sheet sets, batch plotting, and exporting DWF and DWFX files.
- o Work efficiently by purging unnecessary items.

Navigating the 3D space (Day 7)

- o Changing workspaces
- o Using the Viewcube
- o Understanding the view controls and User Co-ordinate Systems (UCS)
- o Using Dynamic UCS
- o Using perspective and parallel views

Solid modelling (Day 7)

- o Primitive creation
- o Boolean construction – Union, Subtraction, Intersect and Interfere
- o Creating Lofts, Sweeps and Revolves
- o Solid models with the Presspull tool
- o Solid model editing
- o Sub object selection and manipulation within a solid

Surface modelling (Day 7)

- o Splines and their use in surface models
- o Creating Lofts, Sweeps and Revolves
- o Sub-object selection and manipulation within a surface
- o An introduction to NURBS
- o Conversion to a solid model

Mesh modelling (Day 7)

- o Primitive creation
- o Sub-object selection and manipulation within a mesh
- o Smoothing and creasing a mesh model
- o Conversion to a solid model

Model manipulation (Day 8)

- o Moving, rotating and scaling using the Gizmo
- o Using the Rotate3D tool

Drafting in the 3D environment (Day 8)

- o Lines, Polylines and 3D Polylines

Viewing 3D models and the paper space environment (Day 8)

- o Viewport creation
- o Creating a section and using the clipping planes
- o Using the base tool to create a detail drawing set
- o Annotation

Printing (Day 8)

- o Using visual styles and hidden line removal
- o Output to a 3D printer for fast prototyping

Rendering (Day 8)

- o Camera settings
- o Task and environmental lighting
- o An introduction to materials
- o Applying materials
- o Render settings and output types

Prerequisites for attending:

- o Familiar with Windows 10 & using a computer for general tasks such as web browsing etc.
- o For face-to-face, onsite learning in the workplace or virtual learning you will need access to the software. AutoCAD is a subscription service that offers a 30-day free trial that can be used to take the course before you start to pay for a subscription. You can find out further details on how to obtain a free trial and pricing info for the software using this link - [AutoCAD Info & Trial](#)
- o Colleges & University's will have access to a free AutoCAD educational license
- o **Important!** – Please take note of the system requirements below as computers that operate below this specification will not be able to run the software efficiently and it will severely impact your learning experience. It will cause the PC to slow down the application and reduce the amount of time available to cover all of the topics over the days.

System requirements for AutoCAD 2022 including Specialized Toolsets (Windows)	
Operating System	64-bit Microsoft® Windows® 11 and Windows 10. See Autodesk's Product Support Lifecycle for support information.
Processor	Basic: 2.5–2.9 GHz processor Recommended: 3+ GHz processor
Memory	Basic: 8 GB Recommended: 16 GB
Display Resolution	Conventional Displays: 1920 x 1080 with True Color High Resolution & 4K Displays: Resolutions up to 3840 x 2160 supported on Windows 10 (with capable display card)
Display Card	Basic: 1 GB GPU with 29 GB/s Bandwidth and DirectX 11 compliant Recommended: 4 GB GPU with 106 GB/s Bandwidth and DirectX 12 compliant
Disk Space	10.0 GB
Network	See Autodesk Network License Manager for Windows
Pointing Device	MS-Mouse compliant
.NET Framework	.NET Framework version 4.8 or later

About this course:

Autodesk Inventor is a computer-aided design (CAD) software application used for 3D design, simulation, visualization, and documentation. It is used in a variety of industries such as Mechanical Engineering, Furniture Manufacturing, Structural Metalwork and Sheet Metal

Autodesk Inventor allows designers and engineers to create and modify 3D models of components and assemblies. It supports parametric modelling, which means that designs can be easily modified by changing parameters such as dimensions, features, and materials, and the software automatically updates all related parts of the design.

Autodesk Inventor Introduction is a comprehensive 3-day training programme for Beginners. This is a practical course that will teach you how to create 3D CAD parts and assemblies for production & technical drawings.

Target Audience:

- 🕒 Manufacturing & design businesses of any size looking to improve their products, production quality & lead times.
- 🕒 Individuals who would like to learn the software and become Freelance Designers

Attending this course will help you to:

- 🕒 Become familiar with the Autodesk Inventor user interface
- 🕒 Create 2D sketches
- 🕒 Understand and learn parametric design
- 🕒 Apply geometric constraints
- 🕒 Create basic sketched features
- 🕒 Create work features
- 🕒 Learn and use 3D modelling techniques such as extrude, sweep, loft etc.
- 🕒 Add detail to your components with holes, threads, chamfers and fillets
- 🕒 Pattern and mirror features
- 🕒 Bring 3D parts you have created together to create an assembly
- 🕒 Set up and use project files
- 🕒 Place standard components into an assembly using the content centre
- 🕒 Identify parts in an assembly
- 🕒 Use analysis and motion tools
- 🕒 Present your assembly and create exploded views
- 🕒 Create production level drawings for manufacture.

Prerequisites for attending:

- 🕒 Familiar with Windows 10 & using a computer for general tasks such as web browsing etc.
- 🕒 For face-to-face, onsite learning in the workplace or virtual learning you will need access to the software. Autodesk Inventor is a subscription service that offers a 30-day free trial that can be used to take the course before you start to pay for a subscription. You can find out further details on how to obtain a free trial and pricing info for the software using this link - [Autodesk Inventor Info & Trial](#)
- 🕒 Colleges & University's may have access to a free Autodesk Inventor educational license
- 🕒 **Important!** – Please take note of the system requirements below as computers that operate below this specification will not be able to run the software efficiently and it will severely impact your learning experience. It will cause the PC to slow down the application and reduce the amount of time available to cover all the topics over the 3 days.

System Requirements for Autodesk® Inventor® 2022 Windows	
Operating System	64-bit Microsoft® Windows® 10. See Autodesk's Product Support Lifecycle for support information.
CPU	<p>Recommended: 3.0 GHz or greater, 4 or more cores</p> <p>Minimum: 2.5 GHz or greater</p>
Memory	<p>Recommended: 32 GB RAM or more</p> <p>Minimum: 16 GB RAM for less than 500-part assemblies</p>
Disk Space	Installer plus full installation: 40 GB
Graphics	<p>Recommended: 4 GB GPU with 106 GB/S Bandwidth and DirectX 11 compliant</p> <p>Minimum: 1 GB GPU with 29 GB/S Bandwidth and DirectX 11 compliant</p> <p>See the Certified Hardware</p>
Display Resolution	<p>Recommended: 3840 x 2160 (4K); Preferred scaling: 100%, 125%, 150% or 200%</p> <p>Minimum: 1280 x 1024</p>
Pointing Device	<p>MS-Mouse compliant</p> <p>Productivity: 3DConnexion SpaceMouse®, driver version 10.7.0 or later.</p>
Network	<p>Internet connection for web install with Autodesk® Desktop App, Autodesk® collaboration functionality, web downloads, and licensing.</p> <p>Network license manager supports Windows Server® 2016, Windows Server 2019 and the Windows 10 desktop versions listed above.</p>
Spreadsheet	<p>Full local install of Microsoft® Excel 2016 or later for workflows that create and edit spreadsheets. Inventor workflows that read or export spreadsheet data do not require Microsoft® Excel. See Inventor Excel Requirements for more information.</p> <p>Office 365 subscribers must ensure they have a local installation of Microsoft Excel.</p> <p>Windows Excel Starter®, OpenOffice®, and browser-based Office 365 applications are not supported.</p>
Browser	Google Chrome™ or equivalent
.NET Framework	.NET Framework Version 4.8 or later. Windows Updates enabled for installation.

About this course:

Autodesk Inventor is a computer-aided design (CAD) software application used for 3D design, simulation, visualization, and documentation. Building upon the fundamentals covered in the Autodesk Inventor Introduction course, this 2-day intermediate level course is designed to provide participants with an in-depth understanding of the software's advanced features and techniques.

Target Audience:

- 🕒 This course is suitable for individuals who have completed the Autodesk Inventor Introduction course or those who have prior experience using the software.
- 🕒 It is also ideal for professionals who wish to enhance their existing knowledge and skills in using Autodesk Inventor for product design and development.

Attending this course will help you to:

- 🕒 Apply advanced parametric modelling techniques
- 🕒 Use equations and Excel spreadsheets to drive design changes
- 🕒 Employ various types of constraints to create complex 3D sketches
- 🕒 Utilize derived part technology and iParts/iFeatures to enhance part modelling
- 🕒 Use assembly features and the Content Centre library to create advanced assembly models
- 🕒 Employ iMates and iAssembly configurations to control parts in an assembly
- 🕒 Create weldments and perform interference analysis on assemblies
- 🕒 Creating drawing views of weldments
- 🕒 Using the Frame Generator and Bolted Connection tool

Prerequisites for attending:

- 🕒 Participants should have completed the Autodesk Inventor Introduction course or have equivalent knowledge and skills.
- 🕒 For face-to-face, onsite learning in the workplace or virtual learning you will need access to the software. Autodesk Inventor is a subscription service that offers a 30-day free trial that can be used to take the course before you start to pay for a subscription. You can find out further details on how to obtain a free trial and pricing info for the software using this link - [Autodesk Inventor Info & Trial](#)
- 🕒 Colleges & University's may have access to a free Autodesk Inventor educational license
- 🕒 **Important!** – Please take note of the system requirements below as computers that operate below this specification will not be able to run the software efficiently and it will severely impact your learning experience. It will cause the PC to slow down the application and reduce the amount of time available to cover all the topics over the 2 days.

System Requirements for Autodesk® Inventor® 2022 Windows	
Operating System	64-bit Microsoft® Windows® 10. See Autodesk's Product Support Lifecycle for support information.
CPU	<p>Recommended: 3.0 GHz or greater, 4 or more cores</p> <p>Minimum: 2.5 GHz or greater</p>
Memory	<p>Recommended: 32 GB RAM or more</p> <p>Minimum: 16 GB RAM for less than 500-part assemblies</p>
Disk Space	Installer plus full installation: 40 GB
Graphics	<p>Recommended: 4 GB GPU with 106 GB/S Bandwidth and DirectX 11 compliant</p> <p>Minimum: 1 GB GPU with 29 GB/S Bandwidth and DirectX 11 compliant</p> <p>See the Certified Hardware</p>
Display Resolution	<p>Recommended: 3840 x 2160 (4K); Preferred scaling: 100%, 125%, 150% or 200%</p> <p>Minimum: 1280 x 1024</p>
Pointing Device	<p>MS-Mouse compliant</p> <p>Productivity: 3DConnexion SpaceMouse®, driver version 10.7.0 or later.</p>
Network	<p>Internet connection for web install with Autodesk® Desktop App, Autodesk® collaboration functionality, web downloads, and licensing.</p> <p>Network license manager supports Windows Server® 2016, Windows Server 2019 and the Windows 10 desktop versions listed above.</p>
Spreadsheet	<p>Full local install of Microsoft® Excel 2016 or later for workflows that create and edit spreadsheets. Inventor workflows that read or export spreadsheet data do not require Microsoft® Excel. See Inventor Excel Requirements for more information.</p> <p>Office 365 subscribers must ensure they have a local installation of Microsoft Excel.</p> <p>Windows Excel Starter®, OpenOffice®, and browser-based Office 365 applications are not supported.</p>
Browser	Google Chrome™ or equivalent
.NET Framework	.NET Framework Version 4.8 or later. Windows Updates enabled for installation.

AUTODESK INVENTOR – SHEET METAL INTERMEDIATE (2-DAYS)

Premium Pricing

About this course:

Autodesk Inventor is a powerful computer-aided design (CAD) software application used for 3D design, simulation, visualization, and documentation. Building upon the fundamentals covered in the Autodesk Inventor Introduction course, this 2-day intermediate level course focuses on the advanced features and techniques used in sheet metal design.

Target Audience:

- ⌚ This course is suitable for individuals who have completed the Autodesk Inventor Introduction course or those who have prior experience using the software.
- ⌚ It is also ideal for professionals who wish to enhance their existing knowledge and skills in using Autodesk Inventor for product design and development.

Attending this course will help you to:

- ⌚ Gain an in-depth understanding of sheet metal design methods, techniques, and industry standards.
- ⌚ Use the sheet metal environment in Autodesk Inventor to create complex sheet metal parts.
- ⌚ Perform various sheet metal operations such as cutting, punching, folding, bending, and creating holes.
- ⌚ Utilize advanced sheet metal design techniques such as using skeletal models, creating complex sheet metal shapes, and setting up punch libraries.
- ⌚ Create and document sheet metal designs, including notating bend and punch tables.

Prerequisites for attending:

- ⌚ Participants should have completed the Autodesk Inventor Introduction course or have equivalent knowledge and skills.
- ⌚ For face-to-face, onsite learning in the workplace or virtual learning you will need access to the software. Autodesk Inventor is a subscription service that offers a 30-day free trial that can be used to take the course before you start to pay for a subscription. You can find out further details on how to obtain a free trial and pricing info for the software using this link - [Autodesk Inventor Info & Trial](#)
- ⌚ Colleges & University's may have access to a free Autodesk Inventor educational license
- ⌚ **Important!** – Please take note of the system requirements below as computers that operate below this specification will not be able to run the software efficiently and it will severely impact your learning experience. It will cause the PC to slow down the application and reduce the amount of time available to cover all the topics over the 2 days.

System Requirements for Autodesk® Inventor® 2022 Windows	
Operating System	64-bit Microsoft® Windows® 10. See Autodesk's Product Support Lifecycle for support information.
CPU	<p>Recommended: 3.0 GHz or greater, 4 or more cores</p> <p>Minimum: 2.5 GHz or greater</p>
Memory	<p>Recommended: 32 GB RAM or more</p> <p>Minimum: 16 GB RAM for less than 500-part assemblies</p>
Disk Space	Installer plus full installation: 40 GB
Graphics	<p>Recommended: 4 GB GPU with 106 GB/S Bandwidth and DirectX 11 compliant</p> <p>Minimum: 1 GB GPU with 29 GB/S Bandwidth and DirectX 11 compliant</p> <p>See the Certified Hardware</p>
Display Resolution	<p>Recommended: 3840 x 2160 (4K); Preferred scaling: 100%, 125%, 150% or 200%</p> <p>Minimum: 1280 x 1024</p>
Pointing Device	<p>MS-Mouse compliant</p> <p>Productivity: 3DConnexion SpaceMouse®, driver version 10.7.0 or later.</p>
Network	<p>Internet connection for web install with Autodesk® Desktop App, Autodesk® collaboration functionality, web downloads, and licensing.</p> <p>Network license manager supports Windows Server® 2016, Windows Server 2019 and the Windows 10 desktop versions listed above.</p>
Spreadsheet	<p>Full local install of Microsoft® Excel 2016 or later for workflows that create and edit spreadsheets. Inventor workflows that read or export spreadsheet data do not require Microsoft® Excel. See Inventor Excel Requirements for more information.</p> <p>Office 365 subscribers must ensure they have a local installation of Microsoft Excel.</p> <p>Windows Excel Starter®, OpenOffice®, and browser-based Office 365 applications are not supported.</p>
Browser	Google Chrome™ or equivalent
.NET Framework	.NET Framework Version 4.8 or later. Windows Updates enabled for installation.

About this Programme:

Autodesk Inventor is a computer-aided design (CAD) software application used for 3D design, simulation, visualization, and documentation. It is used in a variety of industries such as Mechanical Engineering, Furniture Manufacturing, Structural Metalwork and Sheet Metal

Autodesk Inventor allows designers and engineers to create and modify 3D models of components and assemblies. It supports parametric modelling, which means that designs can be easily modified by changing parameters such as dimensions, features, and materials, and the software automatically updates all related parts of the design.

The full programme comprises of three elements Inventor Introduction (Days 1 to 3), Inventor Intermediate (Days 3 to 5) & Inventor Sheet Metal (Days 6 to 7). This is a comprehensive, integrated 7-day training programme for students who wish to quickly upskill and learn how to be a proficient Inventor user. This is a practical course that will teach you how to create 3D CAD parts and assemblies for production & technical drawings along with exploring more advanced features and functions of the application.

Target Audience:

- o Manufacturing & design businesses of any size looking to improve their products, production quality & lead times.
- o Individuals who would like to learn the software and become Freelance Designers

This programme will integrate the following learning:

Introduction (Day 1)

- o Autodesk Inventor user interface
- o View control
- o Parametric part design

Basic sketching methods (Day 1)

- o Creating 2D sketches
- o Geometric constraints
- o Dimensioning sketches

Basic shape design (Day 1)

- o Creating basic sketched features
- o Editing parametric parts
- o 3D grip editing
- o Creating work features
- o Creating basic swept shapes

Detailed shape design (Day 1)

- o Creating chamfers and fillets
- o Creating holes and threads
- o Patterning and mirroring features
- o Creating thin-walled parts

Assembly design overview (Day 2)

- o Designing assemblies
- o Using project files in assembly designs

Placing, creating and constraining components (Day 2)

- o Placing components in an assembly
- o Constraining components
- o Placing standard components using the content centre
- o Basic part design in an assembly

Interacting with an assembly (Day 2)

- o Identifying parts in an assembly
- o Analysis and motion tools
- o Presenting your assembly

Drawings, Basic view creation (Day 3)

- o Drawing creation environment
- o Base and projected views
- o Section views
- o Detail views
- o Crop views
- o Managing view

Dimensions, annotations and tables (Day 3)

- o Automated dimensioning techniques
- o Manual dimensioning techniques
- o Annotating holes and threads
- o Creating centrelines, symbols and leaders
- o Revision tables and tags

Annotating assembly drawings (Day 3)

- o Assembly-centric bill of materials
- o Creating and customising parts lists
- o Creating balloons

Drawing standards and resources (Day 3)

- o Setting drawing standards
- o Drawing resources
- o Present your assembly and create exploded views
- o Create production level drawings for manufacture

Further sketching and constraining (Day 4)

- o Using equations
- o Different dimension display modes
- o Linking Excel spreadsheet to Inventor files
- o Additional constraint types

Further part modelling (Day 4)

- o Creating and using iParts and iFeatures
- o Using derived part technology
- o Using the Split tool
- o Working with multi-body parts

Further assembly modelling (Day 5)

- o Assembly features
- o Making the most of the Content Centre library
- o Derived assembly occurrences
- o Creating and using iMates to constrain parts
- o Creating and using iAssembly configurations

Advanced techniques (Day 5)

- o Using the Bolted Connection tool
- o Creating weldments
- o Creating drawing views of weldments
- o Using the Frame Generator
- o Carrying out interference analysis

Sheet metal overview (Day 6)

- o Introduction to sheet metal
- o Sheet metal design methods
- o Sheet metal styles
- o Industry techniques and standards

The sheet metal environment (Day 6)

- o Faces
- o Flanges
- o Contour Flanges
- o Hems

Sheet metal operations (Day 6)

- o Cutting
- o Sheet metal punching
- o Corner seams
- o Folding
- o Bending
- o Creating holes
- o Creating corner rounds and corner chamfers
- o Work features
- o Pattern features
- o Mirror features

Sheet metal design techniques (Day 7)

- o Sheet metal design approaches
- o Using skeletal models
- o Using legacy DXF™ and DWG™ flat layout geometry
- o Using legacy 3D geometry
- o Complex sheet metal creation techniques
- o Punch library setup

Using flat patterns (Day 7)

- o Flat pattern creation and clean-up
- o DXF™ and DWG™ export
- o Tolerances in bends

Documenting sheet metal designs (Day 7)

- o Creating sheet metal drawings
- o Sheet metal documentation
- o Notating bend and punch tables

Prerequisites for attending:

- o Familiar with Windows 10 & using a computer for general tasks such as web browsing etc.
- o For face-to-face, onsite learning in the workplace or virtual learning you will need access to the software. Autodesk Inventor is a subscription service that offers a 30-day free trial that can be used to take the course before you start to pay for a subscription. You can find out further details on how to obtain a free trial and pricing info for the software using this link - [Autodesk Inventor Info & Trial](#)
- o Colleges & University's may have access to a free Autodesk Inventor educational license.

Important! – Please take note of the system requirements below as computers that operate below this specification will not be able to run the software efficiently and it will severely impact your learning experience. It will cause the PC to slow down the application and reduce the amount of time available to cover all of the topics over the programme period.

System Requirements for Autodesk® Inventor® 2022 Windows	
Operating System	64-bit Microsoft® Windows® 10. See Autodesk's Product Support Lifecycle for support information.
CPU	<p>Recommended: 3.0 GHz or greater, 4 or more cores</p> <p>Minimum: 2.5 GHz or greater</p>
Memory	<p>Recommended: 32 GB RAM or more</p> <p>Minimum: 16 GB RAM for less than 500-part assemblies</p>
Disk Space	Installer plus full installation: 40 GB
Graphics	<p>Recommended: 4 GB GPU with 106 GB/S Bandwidth and DirectX 11 compliant</p> <p>Minimum: 1 GB GPU with 29 GB/S Bandwidth and DirectX 11 compliant</p> <p>See the Certified Hardware</p>
Display Resolution	<p>Recommended: 3840 x 2160 (4K); Preferred scaling: 100%, 125%, 150% or 200%</p> <p>Minimum: 1280 x 1024</p>
Pointing Device	<p>MS-Mouse compliant</p> <p>Productivity: 3DConnexion SpaceMouse®, driver version 10.7.0 or later.</p>
Network	<p>Internet connection for web install with Autodesk® Desktop App, Autodesk® collaboration functionality, web downloads, and licensing.</p> <p>Network license manager supports Windows Server® 2016, Windows Server 2019 and the Windows 10 desktop versions listed above.</p>
Spreadsheet	<p>Full local install of Microsoft® Excel 2016 or later for workflows that create and edit spreadsheets. Inventor workflows that read or export spreadsheet data do not require Microsoft® Excel. See Inventor Excel Requirements for more information.</p> <p>Office 365 subscribers must ensure they have a local installation of Microsoft Excel.</p> <p>Windows Excel Starter®, OpenOffice®, and browser-based Office 365 applications are not supported.</p>
Browser	Google Chrome™ or equivalent
.NET Framework	.NET Framework Version 4.8 or later. Windows Updates enabled for installation.

API DEVELOPMENT WITH POSTMAN – INTRODUCTION (1-DAY)

About this course:

Postman is a free API platform for building and using APIs. With over 15 million developers using Postman, it simplifies every step of the API lifecycle and streamlines collaboration, allowing you to create better APIs in a shorter period. This course will cover the basics of APIs, how to send API requests, test public APIs, create APIs, and work with your team using Postman.

Target Audience:

This course is perfect for those who want to learn how to work with APIs and Postman.

Attending this workshop will help you to:

- 🕒 Understand what APIs are and their functions.
- 🕒 Download and install Postman.
- 🕒 Get familiar with the Postman user interface.
- 🕒 Create a workspace to better manage your APIs.
- 🕒 Make requests to various APIs.
- 🕒 Test APIs to ensure they function correctly.
- 🕒 Build and manage your own APIs.
- 🕒 Publish your APIs to make them available to others.
- 🕒 Collaborate with your team to develop better APIs.
- 🕒 Develop with Postman.

Prerequisites for attending:

- 🕒 No prior knowledge is required.
- 🕒 A second display is recommended but not required.

API MANAGEMENT BEGINNER (1-DAY)

About this course:

API management is the process of creating and publishing web application programming interfaces, enforcing their usage policies, controlling access, nurturing the subscriber community, collecting and analysing usage statistics, and reporting on performance. In this Introduction to APIs and API Cloud Management course, participants will gain a comprehensive understanding of APIs, their interactions with applications, and RESTful APIs, which make use of the HTTP protocol. The workshop is designed for beginners, with no coding required.

Target Audience:

Anyone who wants to learn the basics of API Management or anyone who wants to improve their knowledge of the application.

Attending this workshop will help you to:

- 🕒 Understand what an API is.
- 🕒 Know how API's Work.
- 🕒 Know what a RESTFUL API is.
- 🕒 Understand how computers talk to each other.
- 🕒 Get to know 5 Main Request methods.
- 🕒 Know what JSON is.
- 🕒 Identify HTTP and HTTPS request and responses.

Prerequisites for attending:

- 🕒 Stable internet connection.
- 🕒 No prior knowledge is required.
- 🕒 Having a second display is beneficial but not required.

API MANAGEMENT - INTERMEDIATE (1-DAY)

About this course:

API management is the process of creating and publishing web application programming interfaces, enforcing their usage policies, controlling access, nurturing the subscriber community, collecting and analysing usage statistics, and reporting on performance. In this intermediate-level course, participants will gain fundamental knowledge about API definition, provisioning, policy enforcement, and usage within API Gateway and API Portal.

Target Audience:

Anyone who wants to learn about API Management in the cloud.

Attending this workshop will help you to:

- 🕒 Explain the purpose and benefits of API Management.
- 🕒 Understand methods of API cloud offering and its related products.
- 🕒 Create and test APIs in a cloud-based API Gateway.
- 🕒 Understand cloud-based API Portal.
- 🕒 Acquire knowledge in API Testing.
- 🕒 Know about the need to secure APIs.
- 🕒 Define the tested APIs Policies in an API Gateway.

Prerequisites for attending:

- 🕒 Stable internet connection.
- 🕒 Very basic understanding of an API is recommended to attend this course.

API MANAGEMENT ADVANCED (1-DAY)

About this course:

API management is the process of creating and publishing web application programming interfaces, enforcing their usage policies, controlling access, nurturing the subscriber community, collecting, and analysing usage statistics, and reporting on performance. In this advanced course, we will take your current API understanding to a new level, building an API together both natively and in the cloud.

Target Audience:

Anyone with basic API knowledge who wants to advance their understanding and skills in API management.

Attending this workshop will help you to:

- 🕒 Fully understand how API's integrate with applications.
- 🕒 Prepare your data for an API.
- 🕒 Secure your API.
- 🕒 Build test scripts for further functionality.
- 🕒 Work effectively with Postman (An API Testing Service).
- 🕒 Work with advanced parameters.

A black rectangular badge with rounded corners. It has a white horizontal band in the center containing the text "Premium Pricing" in red, bold, sans-serif font. The top and bottom sections of the badge are black.

Premium Pricing

Prerequisites for attending:

- 🕒 An intermediate level API knowledge is advised.
- 🕒 Stable internet connection required.
- 🕒 Bring your own device with API access

AWS API GATEWAY ADVANCED DEEP DIVE (1-DAY)

About this course:

An Amazon API Gateway is a collection of resources and methods that are integrated with back-end HTTP endpoints, Lambda functions or other AWS Services. In this course, participants will learn about the features of API Gateway as well as how it integrates with other AWS Services.

Target Audience:

Anyone who wants to learn about AWS API Gateway or anyone who wants to enhance their knowledge of the application.

Attending this workshop will help you to:

- 🕒 Create resources and define methods.
- 🕒 Set up authorization.
- 🕒 Integrate with an EC2 instance.
- 🕒 Document your API.
- 🕒 Secure your API.
- 🕒 Understand the advanced features of the gateway.

A black rectangular badge with rounded corners. It has a white horizontal band in the center containing the text "Premium Pricing" in red, bold, sans-serif font.

Prerequisites for attending:

- 🕒 Stable internet connection.
- 🕒 An AWS account.
- 🕒 A basic understanding of AWS services is beneficial but not required.

AWS CLOUD COMPUTING OVERVIEW (HALF-DAY)

About this course:

This course introduces you to the core concepts of cloud computing. You gain the foundational knowledge required for understanding cloud computing from a business perspective. You will also learn the definition and essential characteristics of cloud computing, its history, the business case for cloud computing, and emerging technology use-cases enabled by cloud and all the different services offered by AWS.

Target Audience:

Anyone who wants to learn the basics of cloud computing or anyone who wants to improve their knowledge of the subject.

Attending this workshop will help you to:

- 🕒 How IOT fits in with the cloud.
- 🕒 Cloud Databasing.
- 🕒 High level overview on API Management.
- 🕒 Security Management.
- 🕒 Cloud Storage.
- 🕒 Cloud Networking.
- 🕒 What an Instance is.

Prerequisites for attending:

- 🕒 No prior knowledge is required.

MONDAY DEEP DIVE (2-DAYS)

About this course:

Monday is a cloud-based platform that allows companies to create their own applications and work management software. In this course, participants will learn how to set up an end-to-end project management integration that will increase transparency in task assignments and streamline design workflows.

Target Audience:

Anyone interested in learning how to use Monday to automate manual tasks and manage workflows more efficiently.

Attending this workshop will help you to:

- 🕒 Understand and use the important features of Monday.
- 🕒 Navigate the interface with ease.
- 🕒 Create boards and views on Monday.
- 🕒 Design intuitive dashboards for workflow management.
- 🕒 Integrate Monday with other applications.
- 🕒 Automate tasks for increased efficiency.
- 🕒 Monitor and manage workflows with ease.
- 🕒 Create useful data visualizations for effective reporting.

Prerequisites for attending:

- 🕒 Stable internet connection.
- 🕒 A Monday account.
- 🕒 A second display is beneficial but not required.

SLACK DEEP DIVE (1-DAY)

About this workshop:

Slack is a digital HQ that allows you to organise spaces for everything you work on. It offers real-time collaboration and a secure central location for data with full authorisation customisation. Attendees of this workshop will learn how to create channels, data storage functionality, project management systems, and communication lines based on authorisation level.

Target Audience:

Anyone who wants to learn how to utilise Slack for team communication, organisation, and management.

Attending this workshop will help you to:

- 🕒 Create channels for different divisions of groups within your company.
- 🕒 Create data storage functionality with a data hierarchy.
- 🕒 Setup data permissions based on authorisation level.
- 🕒 Setup project management systems.
- 🕒 Navigate in Slack on PC and phone or tablet.
- 🕒 Set up communication lines based on authorisation level.

Prerequisites for attending:

- 🕒 No prior knowledge is required.
- 🕒 Stable internet connection is necessary.
- 🕒 A Slack account is required for the workshop.
- 🕒 A second display is beneficial but not required.

METABASE DEEP DIVE (1-DAY)

About this course:

Metabase is an open source business intelligence tool that lets users ask questions about their data and display answers in formats that make sense, whether that's a bar graph or a detailed table. This course is designed to help participants transform their data into multiple desired formats and query data using advanced features.

Target Audience:

Anyone who wants to learn how to use Metabase or anyone who wants to improve their knowledge of the application.

Attending this course will help you to:

- 🕒 Add a question to your data.
- 🕒 Use custom columns to tailor your data.
- 🕒 Create and join multiple tables to analyse data more efficiently.
- 🕒 Segment your data to analyse specific subsets of information.
- 🕒 Build interactive dashboards to present your data in meaningful ways.
- 🕒 Produce charts to visually represent your data.

Prerequisites for attending:

- 🕒 Basic data knowledge is advised.
- 🕒 Stable internet connection.

LARK DEEP DIVE (1-DAY)




About this course:

Lark Suite is an enterprise collaboration platform designed to assist in task management. Lark is essential for building a highly productive collaboration experience for optimal team efficiency. From messaging, calendars, meetings, and bot development, Lark is a full end to end management Suite. In this 1-Day course, participants will learn how to use Lark effectively and efficiently for team collaboration.




Target Audience:

Anyone who wants to learn how to use Lark Suite for team collaboration or anyone who wants to improve their knowledge of the platform.

Attending this course will help you to:

-  Manage team meetings using Lark software.
-  Create task-related chat room hierarchies.
-  Build team-collaborated calendars.
-  Set up Drives with permissions.
-  Build a workspace for your team.
-  Set tasks for your team.
-  Create a help desk for support.
-  Create bots for notifications.
-  Generate approval and attendance reports for meetings.

Prerequisites for attending:

-  Stable internet connection
-  Lark Suite account.
-  Basic Excel knowledge is recommended.

MICRO SERVICES - OVERVIEW (1-DAY)

About this course:

Microservices - also known as the microservice architecture - is an architectural style that structures an application as a collection of services that are highly maintainable, loosely coupled, independently deployable, organized around business capabilities, and owned by a small team. In this course, we will look at what role Microservices play in a native vs a cloud service.

Target Audience:

Anyone who wants to gain an overview of Microservices, and their role in a native vs a cloud service.

Attending this course will help you to:

- 🕒 API: Deploying a Microservice.
- 🕒 What is a service?
- 🕒 Design principles of a microservice.
- 🕒 Automation.
- 🕒 Microservice technology.
- 🕒 Scaling.
- 🕒 Visualisation and self-scaling.
- 🕒 API Gateway.

Prerequisites for attending:

- 🕒 Minor Cloud service understanding is advised.

GOOGLE APPLICATIONS

GOOGLE SHEETS – BEGINNER (1-DAY)

About this course:

Google Sheets is a powerful cloud-based spreadsheet tool that allows users to create, edit and collaborate on spreadsheets online. In this beginner-level workshop, participants will learn the basics of Google Sheets, from navigating the interface to creating and formatting spreadsheets.

Target Audience:

This course is ideal for anyone who is new to Google Sheets or wants to refresh their knowledge.

Attending this course will help you to:

- 🕒 Learn valuable shortcuts of navigation, selection, and commands (with and without a mouse)
- 🕒 Confidently enter and manipulate data into a sheet.
- 🕒 Become confident in formatting a sheet.
- 🕒 Change the structure of a spreadsheet.
- 🕒 Apply basic formula to your sheet.
- 🕒 Understand the principle of absolute vs relative referencing.
- 🕒 Apply various print-options.
- 🕒 Insert and format graphs / charts.
- 🕒 Develop a fully functioning spreadsheet from scratch.

Prerequisites for attending:

- 🕒 Attending this course will require a stable internet connection and an existing Google Free or Google Workspace account.
- 🕒 Having a second display is beneficial but not required.

Please note: This course is full day. Half-day can be arranged but is not recommended.

GOOGLE SHEETS – INTERMEDIATE (1-DAY)

About this course:

Google Sheets is an online spreadsheet application that is part of the Google Workspace suite. In this intermediate-level course, participants will develop a working understanding of more advanced function terminology, sharing and collaborating with others, and report creation.

Target Audience:

This course is designed for individuals who have a basic understanding of Google Sheets and want to expand their knowledge to become more proficient.

Attending this course will help you to:

- 🕒 Learn great shortcuts of navigation, selection, and commands.
- 🕒 Apply exciting formulas to save you time, such as if statements, nested if statements, sum-if, and count-if – to name a few.
- 🕒 Protect your sheets, ranges, and spreadsheets.
- 🕒 Share and collaborate with others.
- 🕒 Effectively apply lookups in your spreadsheets.
- 🕒 Apply great data validation techniques, allowing you to automate functions off entered text.
- 🕒 Manipulate text data through formula.
- 🕒 Work efficiently with relative and absolute referencing.
- 🕒 Link cells, sheets, and spreadsheets to create dynamic automatic reports.

Prerequisites for attending:

- 🕒 Basic understanding of Google Sheets.
- 🕒 Stable internet connection.
- 🕒 Google Free or Google Workspace account.
- 🕒 Having a second display is beneficial but not required.

Please note: This course is full day. Half-day can be arranged but is not recommended.

GOOGLE SHEETS – ADVANCED (1-DAY)

About this course:

In this course, participants will develop a working understanding of advanced functions data pivots and manipulation, data validation, add-ons, macros and much more.

Target Audience:

Anyone who is seeking to further their knowledge of Google Sheets, especially those who use it on a regular basis and are looking to learn more advanced features.

Attending this course will help you to:

- 🕒 Effectively apply nested lookups in your spreadsheets.
- 🕒 Use advanced lookup formulas like Index-Match, Query and more.
- 🕒 Work confidently with Pivot Tables, creating dynamic reports and graphs in minutes.
- 🕒 Record macros to automate repetitive tasks.
- 🕒 Use multiple nested formula within a single cell.
- 🕒 Customise the menu, even including your favourite functions under your own menu-name via Apps Scripts.
- 🕒 Create your own customised auto-fill lists with Data Validation.
- 🕒 Automate the analysis of data through advanced custom conditional-formatting rules.
- 🕒 Apply and define names to cells and ranges.
- 🕒 Introduction to REGEX (regular expressions)
- 🕒 Data forecasting: Learn how to install and use Add-Ons like Causal Scenarios Manager.
- 🕒 Use formula auditing tools for problem solving.

Prerequisites for attending:

- 🕒 Intermediate understanding of Google Sheets
- 🕒 Stable internet connection
- 🕒 Google Free or Google Workspace account.
- 🕒 Having a second display is beneficial but not required.

GOOGLE SHEETS – EXPERT (1-DAY)

About this course:

Google Sheets is a powerful spreadsheet application that allows users to manipulate and organize data for analysis and collaboration. In this expert-level workshop, participants will dive into advanced functions, data pivots and manipulation, data validation, add-ons, macros, and much more.

Target Audience:

Professionals who need to analyse data and collaborate on spreadsheets at an advanced level.

Attending this course will help you to:

- 🕒 Develop a working understanding of advanced Google Sheets functions.
- 🕒 Manipulate data with advanced data pivots and manipulation.
- 🕒 Ensure data integrity with data validation.
- 🕒 Use add-ons and macros to automate tasks.
- 🕒 Get an introduction to Apps Scripts.
- 🕒 Write your own custom functions and save them.
- 🕒 Call custom functions from your sheets.
- 🕒 Automate your sheets with apps script functions such as automatically adding a date when text is entered in another cell, changing the format of ranges via code, and automatically incrementing numbers in a column when text is entered in another cell.
- 🕒 Perform advanced lookups and filters.
- 🕒 Use regular expressions to filter and modify data.

Prerequisites for attending:

- 🕒 Advanced understanding of Google Sheets
- 🕒 Stable internet connection
- 🕒 Google Free or Google Workspace account
- 🕒 Having a second display is beneficial but not required.
- 🕒 Example of any licensing requirements, etc.

GOOGLE DOCS – BEGINNER (1-DAY)

About this course:

Google Docs is a cloud-based word processor that allows users to create, edit, and share documents online. In this beginner-level course, participants will develop a working understanding of the Google Docs interface, basic document setup, working with text, and practical use.

Target Audience:

Anyone who wants to learn the basics of Google Docs or anyone who wants to improve their knowledge of the application.

Attending this course will help you to:

- 🕒 Understand basic, but functional, principles of using Google Docs.
- 🕒 Rename your file.
- 🕒 Use shortcuts to enable commands.
- 🕒 Enter, edit, and format text through the menu and icons.
- 🕒 Apply the use of margins.
- 🕒 Understand and effectively use the ruler to enhance your document.
- 🕒 Create, format, and edit paragraphs, bullets, and basic tables within your document.
- 🕒 Find and replace functions.
- 🕒 Confidently print your document, with various settings.

Prerequisites for attending:

- 🕒 This course is full day. Half-day can be arranged but is not recommended.
- 🕒 Stable internet connection
- 🕒 Google Free or Google Workspace account.
- 🕒 Having a second display is beneficial but not required.

GOOGLE DOCS – INTERMEDIATE (1-DAY)

About this course:

Google Docs is a powerful cloud-based word processor that allows users to create, edit, and share documents online. In this intermediate-level course, participants will develop a deeper understanding of the Google Docs interface, advanced document functionality and working with text and styling.

Target Audience:

This course is designed for those who have a basic understanding of Google Docs and want to further their knowledge in the application.

Attending this course will help you to:

- 🕒 Insert, edit, format, and position text, objects, and photos.
- 🕒 Understand background options settings.
- 🕒 Explain and use page vs. section breaks.
- 🕒 Create links within your document to external websites.
- 🕒 Apply styles, word-art, signature lines, watermarks, and page borders within your document.
- 🕒 Insert comments and collaborate with other users.
- 🕒 Create an automatically linked and updatable contents page.
- 🕒 Create a professional-looking cover page.
- 🕒 Add and style headers and footers, including automatic page numbers.

Prerequisites for attending:

- 🕒 This course is full day. Half-day can be arranged, but it is not recommended.
- 🕒 Attendees should have a basic understanding of Google Docs.
- 🕒 Stable internet connection.
- 🕒 Google Free or Google Workspace account.
- 🕒 Having a second display is beneficial but not required.

GOOGLE DOCS – ADVANCED (1-DAY)

About this course:

Google Docs is a powerful cloud-based word processor that allows users to create, edit, and share documents online. In this advanced-level course, participants will develop a deep understanding of the advanced Google Docs tools and features, advanced document functionality, and working with text and styling.

Target Audience:

This course is designed for those who have a good understanding of Google Docs and want to learn about its advanced features and tools.

Attending this course will help you to:

- 🕒 Insert, edit, format, and position tables, including sorting and using formulas.
- 🕒 Customize the menu, even including your favourite functions under your menu-name via Apps Scripts.
- 🕒 Protect and share the document.
- 🕒 Use revisioning to manage changes.
- 🕒 Collaborate with other users.
- 🕒 Insert, edit, format, and position objects like videos and charts.
- 🕒 Apply and use templates.
- 🕒 Create an attractive document that includes many of the advanced features.

Prerequisites for attending:

- 🕒 Attendees should have a good understanding of Google Docs.
- 🕒 Stable internet connection.
- 🕒 Google Free or Google Workspace account.
- 🕒 Having a second display is beneficial but not required.

UNLOCK ADVANCED GMAIL PRODUCTIVITY (1-DAY)

About this course:

Did you know that Gmail can do more than send emails? Gmail is actually a very powerful tool that can help speed up your productivity. In this course, we will learn the tips and tricks around how to unlock the potential of Gmail. Whether it's sending bulk emails or setting automatic auctions, we will give you all the functionality of Gmail. Gmail is a free email, chat and video client from Google. Discover how to use all the key features of Gmail, the free email service from Google and advanced messaging and meet features.

Target Audience:

Anyone who wants to unlock the full potential of Gmail and improve their productivity.

Attending this workshop will help you master the following:

- 🕒 How to be a Gmail productive ninja.
- 🕒 Create a text or image signature.
- 🕒 Navigate the brand-new Gmail.
- 🕒 How to manage your emails with labels.
- 🕒 How to set a Gmail reply for you if you are on vacation.
- 🕒 Perform actions quickly on many emails.
- 🕒 Search in Advanced and find any email you're looking for.
- 🕒 How to use filters to automatically process a message.
- 🕒 How to clean up your email: archiving and deleting.
- 🕒 Set contacts and contact groups: save time and be productive.
- 🕒 How to use templates to save time.
- 🕒 Master advanced settings.
- 🕒 Use Offline mode.
- 🕒 How to work faster by utilizing keyboard shortcuts.
- 🕒 How add additional email accounts.

Prerequisites for attending:

- 🕒 Having a stable internet connection is recommended.
- 🕒 Having a second display is beneficial but not required.

GOOGLE CALENDAR DEEP DIVE (HALF-DAY)

About this course:

Google Calendar is a versatile calendar app that can help you stay on top of your schedule and manage your time more effectively. This workshop will cover everything from basic features to advanced tools to help you get the most out of Google Calendar.

Target Audience:

Anyone who wants to learn the ins and outs of Google Calendar and improve their productivity.

Attending this workshop will help you to:

- 🕒 Master the user interface of Google Calendar.
- 🕒 Create appointments and events with ease.
- 🕒 Change sharing permissions for events and collaborate effectively.
- 🕒 Attach files and other items to events for easy reference.
- 🕒 Customize event details to make scheduling more efficient.
- 🕒 Add a video call to an event and conduct online meetings seamlessly.
- 🕒 Send notifications to attendees and manage their responses.
- 🕒 Add additional calendars and manage them with ease.
- 🕒 Show or hide calendars based on your preferences.
- 🕒 Share your calendar securely with others and collaborate more effectively.
- 🕒 View the calendars of others who have shared them with you.
- 🕒 Format your calendar to suit your needs.
- 🕒 Add calendars of interest to stay on top of important dates.
- 🕒 Add a task event from Calendar to help you manage your workload.

Prerequisites for attending:

- 🕒 You will need an existing Google Account.
- 🕒 Stable internet connection
- 🕒 Having a second display is beneficial but not required.

GOOGLE FORMS DEEP DIVE (1-DAY)

About this course:

Google Forms is a survey administration software that allows users to create forms, polls, and surveys. In this course, we will explore the basic to advanced features of Google Forms, including the latest updates that can assist in survey creation.

Target Audience:

Anyone who wants to learn the basics of Google Forms or anyone who wants to improve their knowledge of the application.

Attending this course will help you to:

- 🕒 Understand the interface of Google Forms.
- 🕒 Work with the advanced features of Forms.
- 🕒 Create surveys, polls, and forms with ease.
- 🕒 Edit your surveys using features like Multiple choice and dropdown options.
- 🕒 Understand how to structure your questioning.

Prerequisites for attending:

- 🕒 Stable internet connection.
- 🕒 Google Free or Google Workspace account.
- 🕒 A second display is beneficial but not required.

GOOGLE KEEP DEEP DIVE (HALF-DAY)







About this course:

Google Keep is a note-taking service included as part of the free, web-based Google Docs Editors suite offered by Google. In this course, we will dive into the advanced note-taking features of Keep. You will immediately be able to utilize the skills you learn in this course.




Target Audience:

Anyone who wants to learn how to use Google Keep effectively.

Attending this workshop will help you to:

-  Capture ideas with your voice.
-  Create and edit notes.
-  Organize and find notes.
-  Set reminders.
-  Archive and organize notes.
-  Collaborate on notes.

Prerequisites for attending:

-  Stable internet connection is required.
-  You will need a Google Free or Google Workspace account to use Google Keep.
-  Having a second display is beneficial but not required.

GOOGLE SLIDES DEEP DIVE (HALF-DAY)

About this course:

Google Slides is a presentation programme included as part of the free, web-based Google Docs Editors suite offered by Google. With its various templates and themes, it can be as simple as plugging text into the provided text boxes. However, you can take your presentation one step further by adding in customizations. By inserting images, animations, transitions, charts, and diagrams you can amaze your audience! In this course, we show you how to create professional slides and review ways to build an effective presentation.

Target Audience:

This workshop is ideal for anyone looking to create professional presentations and take their Google Slides skills to the next level.

Attending this workshop will help you to:

- 🕒 Design compelling and visually appealing presentations.
- 🕒 Combining basic skills to create more advanced designs.
- 🕒 Customize pre-set templates, diagrams and more.
- 🕒 Use functions and resources to help better your presentations.

Prerequisites for attending:

- 🕒 Stable internet connection required.
- 🕒 Google Free or Google Workspace account is necessary.
- 🕒 A second display is beneficial but not required.

GOOGLE ANALYTICS - OVERVIEW (1-DAY)

About this course:

Google Analytics is a service offered by Google that assists you to improve Website traffic, build reports, optimize your audience, and so much more. In this scenario-driven course, participants will quickly master Google Analytics, enabling them to start measuring the performance of their website(s) today.

Target Audience:

This course is suitable for anyone who wants to learn the basics of Google Analytics, including individuals interested in improving their website traffic, marketers, and website owners.

Attending this course will help you to:

- 🕒 Learn the best ways to get more traffic to your website.
- 🕒 Understand where your traffic comes from.
- 🕒 See how and why your audience travels through pages on your website.
- 🕒 Build and manage reports.
- 🕒 Optimize your content using Analytics.
- 🕒 Learn how your audience interacts with your website.

Prerequisites for attending:

- 🕒 A basic understanding of Google is recommended.
- 🕒 Stable internet connection
- 🕒 Access to Google Analytics.

A basic understanding of web analytics and website management is recommended.

CONTACT US

If you would like to book any training, or discuss how we can assist you / your project with any Learning & Development service, then please contact us as follows:



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