



## Bite Size Virtual Workshops



Minutes of learning  
saving you time forever

“Both trainers were really friendly, approachable and no question considered too silly. They were very good at building confidence and allowing you to space to make and correct errors with assistance”

**L&D Manager, Finance Sector**

“I was very apprehensive about the virtual training, but found it worked well. I would be very happy to have more training this way”

**HR Assistant, Utilities Sector**

Microsoft Office Virtual  
Workshops

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### MS Copilot 365 - Getting Started - 2 hours

This workshop is intended for a learner with no prior knowledge of using Copilot but wants to learn how to access and use it across the Microsoft 365 apps.

<ul style="list-style-type: none"> <li>• Accessing Copilot, work and web explained, security matters, understanding prompts</li> <li>• Using Copilot Chat</li> <li>• Using Copilot in Excel for formula creation, charts, insights, data cleansing and visualisations</li> </ul>	<ul style="list-style-type: none"> <li>• Using Copilot in Word for drafting new content, using the coaching feature, generating ideas, summarising</li> <li>• Using Copilot in PowerPoint for quick content generation, enhancing existing presentations</li> <li>• Using Copilot in Outlook and Teams</li> </ul>
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### MS Copilot 365 – Driving Efficiencies - 2 hours

This workshop is intended for a learner who are familiar with using Copilot but want to maximise the tools available via their MS365 accounts.

<ul style="list-style-type: none"> <li>• Getting the most out of Teams – adding and pinning apps, using the planner, workflow and approvals, checking documents out and back in, version control and checking out permissions</li> <li>• Refining prompts – clearing history, accessing chat history, do's and don'ts.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with files efficiently – understanding the difference in SharePoint and OneDrive, using Links not attachments, sending emails with attachments to a Teams Channel</li> <li>• Understanding agents</li> </ul>
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### MS Excel - Getting Started - 2 hours

This workshop is intended for a learner with no prior knowledge of Excel but wants to learn about the basics to being able to perform simple calculations

<ul style="list-style-type: none"> <li>• Understanding about the screen layout</li> <li>• Ribbon</li> <li>• Quick Access Toolbar</li> <li>• Entering text and numbers</li> <li>• Performing simple calculations (add, subtract, multiply and divide)</li> <li>• Centring headings</li> </ul>	<ul style="list-style-type: none"> <li>• Using SUM function</li> <li>• Using Min, Max, Average and Count functions Understanding order of</li> <li>• Formatting numbers</li> <li>• Absolute v Relative References</li> <li>• Viewing and amending Page Breaks</li> </ul>
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### MS Excel - Worksheets and Workbooks - 2 hours

This workshop is a follow on from the Getting Started session

<ul style="list-style-type: none"> <li>• Naming sheets</li> <li>• Copying sheets</li> <li>• Creating new sheets</li> <li>• Format multiple worksheets at the same time</li> </ul>	<ul style="list-style-type: none"> <li>• Perform calculations across worksheets</li> <li>• Perform calculations across workbooks</li> </ul>
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### MS Excel – More Functions - 2 hours

Intended for those who are familiar with the basic functions but want to extend their knowledge beyond the basic functions of sum, min, max and average to make more use of Excel.

<ul style="list-style-type: none"> <li>• IF Function</li> <li>• Nesting IFs</li> <li>• Nesting Functions</li> <li>• SUMIF</li> <li>• COUNTIF, COUNTBLANK, COUNTA, COUNT</li> <li>• Integer Function</li> </ul>	<ul style="list-style-type: none"> <li>• Case Functions</li> <li>• Concatenate</li> <li>• Watch Window</li> <li>• Text Functions – left and right</li> <li>• IF Error</li> </ul>
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### MS Excel – Pivot Tables and Charts - 2 hours

For those who work with large amounts of data and need to be able to summarise and cut and slice the information quickly. It also covers how to create Pivot charts to allow the data to be changed at the click of your mouse.

<ul style="list-style-type: none"> <li>• What is a Pivot?</li> <li>• Source Data</li> <li>• Building your Pivot</li> <li>• Creating your Pivot</li> <li>• Choosing your Data</li> <li>• Updating the source</li> </ul>	<ul style="list-style-type: none"> <li>• Formatting your Pivot Modifying Calculations</li> <li>• Creating a table from multiple ranges</li> <li>• Pivot charts</li> <li>• Slicers</li> <li>• 12 tips for pivots</li> </ul>
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### MS Excel - Dashboards - 2 hours

(This course follows on from Pivot Tables and Charts)

Aimed at those who are familiar with creating pivots and working with large amounts of data but now would like to be able to summarise multiple pivots on an overview page. Having learnt different topics in Excel this workshop brings together different options into one place to dynamically show high level overviews.

<ul style="list-style-type: none"> <li>• Understanding a Dashboard</li> <li>• Questions to ask before you start</li> <li>• Creating a Dashboard</li> <li>• Enhancing the Dashboard</li> <li>• Design matters</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancing the Dashboard <ul style="list-style-type: none"> <li>○ Using Conditional Formatting</li> <li>○ Using SUMIF</li> <li>○ Using Database Functions</li> </ul> </li> </ul>
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### MS Excel - Working with Charts - 2 hours

Building a chart in Excel is not a terribly difficult thing to do. The hard part is getting your mind around which types of chart to use in which situation. Excel has 11 major chart types with variations on each type. Join us on this workshop to delve deeper to learn how Charts can visually annotate your data.

<ul style="list-style-type: none"> <li>• Looking at the data</li> <li>• Creating basic charts <ul style="list-style-type: none"> <li>○ Column, Bar, Line, Pie, Scatter</li> </ul> </li> <li>• Values and Scaling</li> <li>• Formatting the chart</li> <li>• 2 axis bar charts</li> </ul>	<ul style="list-style-type: none"> <li>• Adding Trendlines</li> <li>• Plotting large amounts of data with Histogram Charts</li> <li>• Looking at other chart types</li> <li>• Linking charts to Word and PowerPoint</li> </ul>
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## MS Excel - Data Validation/Conditional Formatting - 2 hours

Conditional Formatting is applied to cells which meet a certain condition. For example, red is applied to numbers over 100 however there is much more than can be done. Data Validation

<p><i>Conditional Formatting</i></p> <ul style="list-style-type: none"> <li>• Highlight cells rules</li> <li>• Top and Bottom</li> <li>• Data Bars/Colour Sets/Icon Sets</li> <li>• Using formulas with Conditional Formatting</li> <li>• Using Conditional formatting to highlight blank cells</li> <li>• Format cells with dates <ul style="list-style-type: none"> <li>○ Within so many days</li> <li>○ Between certain dates</li> <li>○ Highlight dates that are weekends</li> </ul> </li> <li>• Highlighting entire rows</li> </ul>	<p><i>Data Validation</i></p> <ul style="list-style-type: none"> <li>• Restricting input of data</li> <li>• Unlocking cells</li> <li>• Validating data</li> <li>• Protecting &amp; unprotecting worksheets</li> <li>• Input messages</li> <li>• Error Alerts</li> <li>• Using formulas to restrict input</li> </ul>
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## MS Excel - Working with Dates/Times - 2 hours

(This course follows on from Data Validation/Conditional Formatting)

Behind the scenes, a date in Excel is simply a number with special formatting. If you open Excel and type in the number 1 and convert it to a date, Excel converts it to 1<sup>st</sup> January 1900. So with that in mind, you can do great calculations with dates and time too. Join this workshop to find out how

<ul style="list-style-type: none"> <li>• Understanding dates and times in Excel</li> <li>• Using a formula to input today's date</li> <li>• Performing calculations with dates and times</li> <li>• Combining numbers to make a date</li> <li>• Adding and subtracting to dates</li> <li>• Working with time</li> <li>• Working out how many workdays to a future date with the networkdays function</li> <li>• Adding/subtracting dates with the edate function</li> <li>• Adding years, months and days to a date with the date function</li> </ul>	<ul style="list-style-type: none"> <li>• Combining Conditional Formatting with dates</li> <li>• Using dates in formula for custom Data Validation</li> <li>• Using the DATEDIF function</li> <li>• Using the EOMONTH function</li> <li>• Using the EDATE function</li> <li>• Nesting EOMONTH and EDATE</li> <li>• Using the WORKDAY function</li> </ul>
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## MS Excel – Lookups- 2 hours

For those who need to refer to information that already exists in other places and have it automatically update. Whilst there are restrictions in using VLOOKUP's, Index and Match are the most widely used tools in Excel for performing lookups. The INDEX and MATCH combo is very flexible and is the key to more advanced formulas in Excel.

<ul style="list-style-type: none"> <li>• VLOOKUPS</li> <li>• HLOOKUPS</li> <li>• XLOOKUPS</li> <li>• Vlookups with Pivots</li> </ul>	<ul style="list-style-type: none"> <li>• Combining Lookups</li> <li>• Combining Index and Match</li> <li>• Lookups with Named ranges</li> </ul>
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### MS Excel – Timesavers- 2 hours

Aimed at those who are at an introduction level or self-taught and want to learn new skills to make working with Excel quicker and easier. This workshop covers how to name cells to make formulas easier to read, how to create a list to avoid retyping entries that are frequently used. It also includes how to format ranges of data as well as creating a master spreadsheet that can be used over and over. Lastly how to summarise data from various workbooks is also covered.

<ul style="list-style-type: none"> <li>• Naming ranges</li> <li>• Custom Lists</li> <li>• Splitting a worksheet</li> <li>• Consolidating Data</li> <li>• Quick Analysis tool</li> <li>• Camera Tool</li> </ul>	<ul style="list-style-type: none"> <li>• Creating Templates</li> <li>• Creating Styles</li> <li>• Adding up all rows and columns at once</li> <li>• Inputting time</li> <li>• Converting Ranges to Tables</li> <li>• Tips and Tricks</li> </ul>
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### MS Excel – Working with Dynamic Arrays - 2 hours

Aimed at those who are already familiar with using functions. We now take you to a new level and work with dynamic array formulas (formulas that can return arrays of variable size are called dynamic array formulas) which allow you to perform multiple calculations on one or more items in an array. We will explore functions like Small and Large, Unique, Filter and Sort and see how they spill to return values to neighbouring cells.

Delegates must have a good working knowledge of using functions before attending this workshop.

### MS Excel – Working with Tables - 2 hours

This workshop will change the way you work with data in MS Excel. It's aimed at those who are already familiar with the basics of Excel and are ready to take their knowledge to the next level.

<ul style="list-style-type: none"> <li>• Rules before creating a Table</li> <li>• Creating a Table</li> <li>• Formatting your Table</li> <li>• Adding Totals</li> <li>• Adding new rows and columns</li> <li>• Filtering and Sorting</li> <li>• Naming your Table</li> </ul>	<ul style="list-style-type: none"> <li>• Adding Slicers</li> <li>• Add a Pivot Table/Chart</li> <li>• Ensuring integrity with data validation (dropdown lists)</li> <li>• Effective use of Conditional Formatting</li> <li>• Differences in the Desktop app and web</li> <li>• Understanding Structured References</li> </ul>
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### MS Excel – Recording and Playing Macros - 2 hours

This workshop is designed for those who have tasks in Microsoft Excel that are frequently repeating and want to make it quicker and eliminate errors. A macro is an action or a set of actions that you can run as many times as you want to record your mouse clicks and keystrokes.

<ul style="list-style-type: none"> <li>• Macros explained</li> <li>• Things to consider</li> <li>• Scripting</li> <li>• Trust Settings</li> <li>• Developer Tab</li> <li>• Converting your data to a Table</li> <li>• Recording and Naming Macros</li> </ul>	<ul style="list-style-type: none"> <li>• Saving Macros</li> <li>• Absolute v Relative Macros</li> <li>• Creating buttons to play Macros</li> <li>• Adding Macros to the Quick Access Toolbar</li> <li>• Deleting Macros</li> <li>• Looking at the code</li> </ul>
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### MS Excel – Cleansing Data - 2 hours

The data you use in Excel is of paramount importance. Things can easily go wrong be it the structure, placement, formatting or extra spaces. This workshop is designed for those who need to manipulate and extract data by using various Excel tools. To attend you should have a good basic knowledge of Excel and must be conversant with creating basic formulas.

<ul style="list-style-type: none"> <li>• Remove extra spaces using Trim</li> <li>• Removing Duplicates</li> <li>• Text to columns</li> <li>• Finding all blank cells and replacing with a 0</li> <li>• Use conditional formatting to find errors</li> <li>• Ways to reduce file size</li> <li>• Removing spaces where Trim doesn't work</li> </ul>	<ul style="list-style-type: none"> <li>• Clearing all formatting including conditional formatting</li> <li>• Changing Case</li> <li>• Find/Replace to help tidy up data</li> <li>• Convert Numbers stored as Text to Numbers</li> </ul>
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### MS Excel – Managing Large Worksheets - 2 hours

What prints isn't necessarily what you see on the screen. We look at everything to do with setting up spreadsheets for printing, as well as different views and settings to help you when working with larger spreadsheets.

<ul style="list-style-type: none"> <li>• Workbook views</li> <li>• Printing selection</li> <li>• Page Break Preview</li> <li>• Freezing and Splitting Panes</li> <li>• Arranging Windows / Multiple Windows</li> <li>• Inserting/editing/printing Notes</li> <li>• Creating/editing a named Range</li> </ul>	<ul style="list-style-type: none"> <li>• Inserting/removing Page Breaks</li> <li>• Page setup options including header &amp; footers, scaling, margins, printing gridlines, setting print titles</li> <li>• Setting print areas/print selection</li> <li>• Printing worksheets/workbooks</li> <li>• Saving as a PDF</li> </ul>
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### MS Excel 2016 Introduction to Visual Basic for Applications

This course is aimed at those who are familiar with the Windows environment and have a good sound working knowledge of Excel.

<ul style="list-style-type: none"> <li>• Record a macro using the Macro Recorder,</li> <li>• Record a macro using relative and absolute cell references.</li> <li>• Where to store the macro, how to assign it to a shortcut key and how to delete macros.</li> <li>• How to use VB to create and edit Macros and the concepts of storing macros.</li> <li>• How to use the VB Editor and access help.</li> <li>• How to close the Editor and understand about Macro Security.</li> <li>• Work with Procedures and Functions</li> </ul>	<ul style="list-style-type: none"> <li>• Objects and Dialog Boxes,</li> <li>• Expressions,</li> <li>• Variables and Intrinsic Functions,</li> <li>• Control Program Execution,</li> <li>• User Forms and Controls,</li> <li>• Work with the PivotTable Object,</li> <li>• Work with External Files,</li> <li>• Interact with other applications,</li> <li>• Code debugging and</li> <li>• Error Handling Duration</li> </ul>
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### MS Outlook – Basics - 2 hours

This course is aimed at those who have little or no knowledge of using Outlook.

<ul style="list-style-type: none"> <li>• Why use Outlook?</li> <li>• Communication methods</li> <li>• Navigation</li> <li>• Folder Pane</li> <li>• Creating and receiving emails</li> </ul>	<ul style="list-style-type: none"> <li>• Delaying emails</li> <li>• Creating folders</li> <li>• Formatting emails</li> <li>• Deleting emails</li> <li>• Calendar basics</li> </ul>
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### MS Outlook - Making the most of it - 2 hours

We all use Outlook every day and probably it takes up a large proportion of your day so it's important you use the features available to you and save yourself time.

<ul style="list-style-type: none"> <li>• Creating templates</li> <li>• Switching between mail and calendar quickly</li> <li>• Keyboard shortcuts</li> <li>• Quick Parts</li> <li>• Deferring emails</li> <li>• Flagging messages fast</li> <li>• Making emails stand out</li> </ul>	<ul style="list-style-type: none"> <li>• Creating rules</li> <li>• Working with the Quick Access toolbar</li> <li>• Formatting emails</li> <li>• Message Ruler</li> <li>• Using the split command</li> <li>• Voting/ Find Time</li> <li>• Creating drafts</li> </ul>
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### MS Outlook - Working with your Calendar - 2 hours

It's vital everyone uses their calendar correctly and keeps it up to date. This workshop will explain about the different types of appointments, events and schedule meetings with colleagues.

<ul style="list-style-type: none"> <li>• Moving around your calendar</li> <li>• Adding appointments</li> <li>• Adding events</li> <li>• Scheduling meetings</li> <li>• Adding reminders</li> </ul>	<ul style="list-style-type: none"> <li>• Creating Group Calendars</li> <li>• Calendar permissions</li> <li>• Adding a second time zone</li> <li>• Emailing your calendar</li> <li>• Printing your calendar</li> </ul>
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### MS OneNote - Getting Started- 2 hours

Stop writing notes on scraps of paper – use OneNote and keep track of your thoughts and ideas all in one place. The workshop objective is for delegates to become more confident to create electronic notes rather than on yellow sticky notes or handwritten pads.

<ul style="list-style-type: none"> <li>• Understanding OneNote</li> <li>• Creating Notebooks</li> <li>• Adding sections and pages</li> <li>• Understanding the menu options</li> </ul>	<ul style="list-style-type: none"> <li>• Searching for information</li> <li>• Sharing your Notes</li> <li>• Top tips and tricks</li> </ul>
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### MS Planner – Getting Started – 2 hours

Planner is an online tool for collaboration which is great for you and your team to keep track of Team tasks and it's easily accessible. This workshop's objective is for delegates to become confident in accessing and navigating Planner and to understand the purpose of plans and buckets. We'll also explore how to create tasks and how to see the different views that are available. Lastly, we'll show you how to see your Plans in teams.

<ul style="list-style-type: none"> <li>• Introducing Planner</li> <li>• Accessing Planner</li> <li>• Creating a Plan</li> <li>• Creating a Task</li> <li>• Editing Tasks</li> <li>• Assigning Tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Using Buckets</li> <li>• Using Labels</li> <li>• Views – Board, Charts &amp; Schedule</li> <li>• Filtering</li> <li>• Assigned to me</li> <li>• Accessing your Plans in Teams</li> </ul>
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### MS PowerPoint - Getting Started - 2 hours

Aimed at those with no prior knowledge who need to be able to create a presentation.

<ul style="list-style-type: none"> <li>• The PowerPoint Environment</li> <li>• The Ribbon</li> <li>• Backstage View</li> <li>• Status Bar</li> <li>• Opening and Closing a Presentation</li> <li>• Navigating Between Slides</li> <li>• PowerPoint Views</li> <li>• Quick Access Toolbar</li> <li>• Using the Zoom Tool</li> </ul>	<ul style="list-style-type: none"> <li>• Creating and saving Presentations</li> <li>• Slide Orientation</li> <li>• Inserting New Slides</li> <li>• Selecting methods</li> <li>• Aligning, grouping and layering objects</li> <li>• Moving, Copying and Deleting Slides</li> <li>• Running slide Shows</li> </ul>
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### MS PowerPoint - Presenting Impactful Presentations - 2 hours

Aimed at those who want to understand the basics of working with PowerPoint and the basic do's and don'ts. Learn how to manipulate data

<ul style="list-style-type: none"> <li>• First impressions count</li> <li>• Storyboarding (start/middle/end)</li> <li>• Purpose/Theme/Environment/Timing/Audience</li> <li>• Basic rules for presenting data – consistency</li> <li>• Don't use too much text - rule of 6</li> <li>• Hyperlinks</li> <li>• Using SmartArt rather than bullets</li> <li>• Re-using slides</li> <li>• 3D icons</li> </ul>	<ul style="list-style-type: none"> <li>• Working with tables – creating/importing</li> <li>• Shock with the unexpected</li> <li>• Make statistics easy to read</li> <li>• Animating</li> <li>• Transitions</li> </ul>
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### MS PowerPoint - Transitions and Animation - 2 hours

Bring your presentations alive with movement by animating text and objects to add visual impact. Add Slide Transitions as well.

<ul style="list-style-type: none"> <li>• Animating bulleted lists</li> <li>• Basic animations</li> <li>• Adding animations to existing animations</li> <li>• Triggers</li> <li>• Animation Painter</li> <li>• Effect Options</li> <li>• Animation Pane</li> </ul>	<ul style="list-style-type: none"> <li>• Animating Charts</li> <li>• Morphing</li> <li>• Scrolling ticker tape</li> <li>• Animated 3D models</li> <li>• Slide Transitions</li> </ul>
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## MS SharePoint – Getting Started– 2 hours

SharePoint allows you to share and manage files empowering teamwork giving you access to files from any device from anywhere. This workshop’s objective is for delegates to become confident in understanding how SharePoint can help you work with your files, how to access it and navigate around. You will learn how to create, edit, search and delete files. You will learn how to quickly search for files, how to check them out and back in.

<ul style="list-style-type: none"> <li>• SharePoint explained</li> <li>• Accessing SharePoint</li> <li>• Navigating around</li> <li>• Creating new files</li> <li>• Co-editing on files</li> <li>• Naming files</li> <li>• Searching for files</li> <li>• Editing files from File Explorer</li> <li>• Working with files from an application ie Word or Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding OneDrive</li> <li>• Version control</li> <li>• Editing files in Teams</li> <li>• Sending links to files</li> <li>• Understanding permissions</li> <li>• Moving and copying files</li> <li>• Checking files out and back in</li> <li>• Use of folders</li> <li>• Recycle Bin</li> </ul>
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## MS Teams - Getting the most out of - Half day

Making the most of Microsoft Teams training is available as both a half day or a full day course. The content is the same but the length of the workshop allows delegates to learn at their preferred pace.

### Description

Designed for those who have some experience of MS Teams and wish to learn at a brisker pace. Most suited to those who are self-taught and wish to support this with more formal learning.

It covers how to access MS Teams using various devices, how to start individual and group chats and how to start conversations. You will also learn how to schedule and join meetings and make the most of the meeting tools that are available to you. You will learn how to find content quickly and bookmark items. Lastly, we will cover how to alter Notifications and Settings.

**Duration** – 3 hours (0930 – 1230 or 1330 – 1630 with a 10-minute break)

### Getting started

- What is Microsoft Teams?
- MS Teams v MS Outlook
- Accessing it (web and app)
- Quick overview of the main parts  
Activity, Chat, Teams, Calendar, Calls and Files
- Working with different devices

### Chat

- Starting an Individual Chat
- Starting a Group Chat and naming it
- Activity threads
- 1-1 and Group Private chat
- Messaging the whole Team
- Adding people to a Chat
- Formatting

### Meetings

- Scheduling and Joining Meetings
- Inviting people to meetings
- Adding people to meetings
- Meeting tools
- Recording
- Sharing
- Teams on Mobile iOS/Android
- SharePoint/OneNote integration

### Finding Content

- Finding Chats, Files, People
- Feed filter
- My Activity feed
- Search Commands
- Pinning
- Best practice

- @mentions
- Converting Chats to Meetings
- Status indicators

### **Conversations**

- Conversation Thread
- 'Like' a message and other emoticons
- Saved messages (bookmarking)
- Marking as unread
- Starting an On-Demand Meeting
- Using Video or audio

### **Quick tips including keyboard shortcuts**

#### **Settings**

- User Account settings
- Notification settings
- Device settings

#### **Questions**

## MS Teams - Getting the most out of - Full Day

Making the most of Microsoft Teams training is available as both a half day or a full day course. The content is the same but the length of the workshop allows delegates to learn at their preferred pace.

### Description

Ideal for those who are fairly new to MS Teams and those who want to spend some time practicing in the learning environment. If you have very little knowledge of MS Teams, please contact your IT Department before the session in order to check that you are set up correctly and ready to go for the training.

It covers how to access MS Teams using various devices, how to start individual and group chats and how to start conversations. You will also learn how to schedule and join meetings and make the most of the meeting tools that are available to you. You will learn how to find content quickly and bookmark items. Lastly, we will cover how to alter Notifications and Settings.

**Duration** – 10am to 4pm (1 hour lunch break included)

#### Getting started

- What is Microsoft Teams?
- MS Teams v MS Outlook
- Accessing it (web and app)
- Quick overview of the main parts  
Activity, Chat, Teams, Calendar, Calls  
and Files
- Working with different devices

#### Chat

- Starting an Individual Chat
- Starting a Group Chat and naming it
- Activity threads
- 1-1 and Group Private chat
- Messaging the whole Team
- Adding people to a Chat
- Formatting
- @mentions
- Converting Chats to Meetings
- Status indicators

#### Conversations

- Conversation Thread
- 'Like' a message and other emoticons
- Saved messages (bookmarking)
- Marking as unread
- Starting an On-Demand Meeting
- Using Video or audio

#### Meetings

- Scheduling and Joining Meetings
- Inviting people to meetings
- Adding people to meetings
- Meeting tools
- Recording
- Sharing
- Teams on Mobile iOS/Android
- SharePoint/OneNote integration

#### Finding Content

- Finding Chats, Files, People
- Feed filter
- My Activity feed
- Search Commands
- Pinning
- Best practice

#### Quick tips including keyboard shortcuts

#### Settings

- User Account settings
- Notification settings
- Device settings

#### Questions

### MS Word - Getting Started - 2 hours

This workshop takes a learner with little or no prior knowledge of Word and helps them understand the environment to enable them to create, save and open documents. Basic character formatting techniques are covered. Includes how to work with paragraphs quickly and easily without doing tasks the long way round.

<ul style="list-style-type: none"> <li>• The Word Environment</li> <li>• Backstage View</li> <li>• Quick Access Toolbar</li> <li>• Status Bar</li> <li>• Creating a new Document</li> <li>• Saving Documents and Renaming Documents</li> <li>• Opening and Closing Documents</li> <li>• Inserting and Deleting text</li> <li>• Cut, copy and paste</li> <li>• Selecting text</li> <li>• Character Formatting (bold, underline and italics)</li> </ul>	<ul style="list-style-type: none"> <li>• Format Painter</li> <li>• Revealing document marks</li> <li>• Aligning Text</li> <li>• Indenting Paragraphs</li> <li>• Line Spacing</li> <li>• Applying Bullets and Inserting Numbers</li> <li>• Inserting new pages</li> <li>• Setting and removing tabs</li> <li>• Drag and Drop</li> <li>• Paragraph Borders</li> </ul>
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### MS Word - Paragraph Formatting - 2 hours

Aimed at those who want to manipulate text efficiently with the automatic features available in Word such as paragraph styles and table of contents.

<ul style="list-style-type: none"> <li>• Revealing Document Marks</li> <li>• Aligning Text</li> <li>• Indenting Text</li> <li>• Clear all formatting</li> <li>• Line Spacing</li> <li>• Applying bullets</li> <li>• Applying Numbering</li> </ul>	<ul style="list-style-type: none"> <li>• Inserting New Pages</li> <li>• Setting and Removing Tabs</li> <li>• Drag and Drop</li> <li>• Paragraph Borders</li> <li>• Paragraph Styles</li> <li>• Paragraph Shading</li> <li>• Table of Contents</li> </ul>
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### MS Word - Document Formatting - 2 hours

Intended for those who need to format documents efficiently and take advantage of the options that Word has to offer to make documents look professional. It covers how to add page borders and shading and how to quickly change from portrait to landscape. Delegates will learn how to control pagination and page numbering. Also covered is how to work with Section Breaks to enable the document layout to be altered. Lastly adding tables is also included to control the flow of text.

<ul style="list-style-type: none"> <li>• Adding Page Borders and Shading</li> <li>• Page Size and Orientation</li> <li>• Page Margins</li> <li>• Page Breaks</li> </ul>	<ul style="list-style-type: none"> <li>• Page Numbering</li> <li>• Headers and Footers</li> <li>• Inserting Section Breaks</li> <li>• Working with basic Tables</li> </ul>
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### MS Word - Mail Merge - 2 hours

For those who need to send letters out to multiple recipients. Learning how to work with mail merge will enable delegates to create letters, labels and lists from single sets of source data.

<ul style="list-style-type: none"> <li>• What is mail merge</li> <li>• Source Data</li> <li>• Merge process</li> </ul>	<ul style="list-style-type: none"> <li>• Producing labels</li> <li>• Merging to Outlook</li> <li>• Merging to letters</li> </ul>
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## Getting Started with MS Access - 2 x Half days

Maximum of 6 delegates

This course covers the principles of database design when you create and maintain a database in Access. How to manage Access database files as well as create, maintain, use, and customise tables and fields. It explains how to manipulate text in a table and how to establish and manage relationships between tables. You will learn how to perform searches, search-and-replace operations, and sorts and create and apply a filter and lastly how to create and execute queries.

<p><b>Introducing Microsoft Access</b></p> <ul style="list-style-type: none"> <li>• Understanding Databases</li> <li>• Starting Microsoft Access</li> <li>• Opening and Closing a Database</li> <li>• Creating a New Database</li> <li>• Setting Tabbed Documents View</li> </ul> <p><b>Working with Tables</b></p> <ul style="list-style-type: none"> <li>• Designing Database Tables</li> <li>• Creating a New Table</li> <li>• Adding Records to a Table</li> <li>• Opening a Table</li> <li>• Editing Records in a Table</li> <li>• Printing a Table</li> </ul> <p><b>Managing Tables and Fields</b></p> <ul style="list-style-type: none"> <li>• Switching Between Views</li> <li>• Changing Field Properties</li> <li>• Adding &amp; Removing Primary Keys</li> </ul> <p><b>Managing Data in Tables</b></p> <ul style="list-style-type: none"> <li>• Moving Around the Datasheet</li> <li>• Copying and Moving Information</li> <li>• Finding Data in Tables</li> <li>• Deleting Records</li> <li>• Sorting Records</li> <li>• Indexing Fields</li> <li>• Creating Calculations in Tables</li> <li>• Working with Filters</li> </ul>	<p><b>Managing Table Relationships</b></p> <ul style="list-style-type: none"> <li>• Understanding Table Relationships</li> <li>• Creating Table Relationships</li> <li>• Editing Existing Table Relationships</li> <li>• Deleting Table Relationships</li> <li>• Understanding Referential Integrity</li> <li>• Multi-Table Datasheet View</li> <li>• Using the Table Analyzer</li> </ul> <p><b>Working with Queries</b></p> <ul style="list-style-type: none"> <li>• Understanding Queries</li> <li>• Creating a Query</li> <li>• Specifying a Sort Order and Criteria</li> <li>• Excluding Fields</li> <li>• Viewing the Dynaset</li> <li>• Changing Queries</li> <li>• Saving the Query</li> <li>• Querying Multiple Tables</li> </ul> <p><b>Working with Query Expressions</b></p> <ul style="list-style-type: none"> <li>• Querying Records with Wildcard Characters</li> <li>• Querying a Range of Records</li> <li>• Specifying Multiple Criteria</li> <li>• Creating Calculated Fields</li> <li>• Formatting Fields in a Query</li> <li>• Creating Summary &amp; Top Ten Queries</li> <li>• Working with Parameter Queries</li> </ul>
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MS Access - Intermediate and Advanced levels available upon request

## Getting Started with MS Project - 2 days

Price upon request depending on delivery method

This course is designed for new users to Microsoft Project to enable them to plan manage and communicate project information in Microsoft Project.

<b>Day 1 Planning</b>	<b>Day 2 Managing and Tracking</b>
<p>Introduction</p> <ul style="list-style-type: none"><li>• Project Management</li><li>• Microsoft Project</li></ul>	<p>Revision of Planning</p> <ul style="list-style-type: none"><li>• Advanced Task Scheduling</li><li>• Project Scheduling</li></ul>
<p>Project Window</p> <ul style="list-style-type: none"><li>• Views &amp; Navigation</li></ul>	<p>Working with Costs</p>
<p>Entering Tasks</p>	<p>Resource Management</p> <ul style="list-style-type: none"><li>• Viewing Resource Info</li><li>• Scheduling with Resources</li><li>• Resolving Conflicts</li></ul>
<p>Editing &amp; Linking Tasks</p>	<p>Using a Shared Resource Pool</p>
<p>Structuring a Project</p>	<p>Tracking Progress</p> <ul style="list-style-type: none"><li>• Baselines</li><li>• Actual</li><li>• Variance</li></ul>
<p>Scheduling Tasks</p> <ul style="list-style-type: none"><li>• Lag &amp; Lead</li><li>• Relationship Types</li><li>• Fixed Dates</li><li>• Critical Path</li></ul>	<p>Reports</p>
<p>Setting up a Project</p> <ul style="list-style-type: none"><li>• Project Information</li><li>• Non-Working Time</li></ul>	
<p>Introducing Resources</p>	
<p>Printing Views</p> <ul style="list-style-type: none"><li>• Filters</li><li>• Set-up</li><li>• Calendar View</li></ul>	

## Power BI - Introduction - 1 day

This course is for new users of Power BI and will offer a thorough understanding of how it works. The learner must have knowledge of Excel to an Advanced level.

<p><b>Power BI Basics</b></p> <ul style="list-style-type: none"> <li>• Overview of Power BI</li> <li>• The Power BI screen, Toolbars &amp; Menus</li> </ul> <p><b>Creating Reports in Power BI Desktop</b></p> <ul style="list-style-type: none"> <li>• Introduction to Reports</li> <li>• Tables and Metrics</li> <li>• Styles, Formatting and Conditional Formatting</li> <li>• Changing the Method of Aggregation</li> <li>• Tables and Cards</li> </ul> <p><b>Filtering Data</b></p> <ul style="list-style-type: none"> <li>• Using Slicers</li> <li>• Visual Filters &amp; Page Filters</li> <li>• Drill Through Filter</li> <li>• Quick Measures</li> <li>• </li> </ul>	<p><b>Graphs and Visualisations</b></p> <ul style="list-style-type: none"> <li>• Column, Stacked and 100% Charts</li> <li>• Trend Analysis</li> <li>• Pie, Donut, Area and Ribbon Charts</li> <li>• Scatterplots</li> <li>• Bubble plots</li> <li>• Maps</li> </ul> <p><b>Interactive Dashboards</b></p> <ul style="list-style-type: none"> <li>• Creating interactive dashboards</li> <li>• Publishing dashboards</li> </ul> <p><b>Getting Live Data from the Web</b></p> <ul style="list-style-type: none"> <li>• Using the data to produce a visualisation</li> </ul>
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## Power BI - Intermediate - 2 days

This course is for existing users of Power BI, who would like to move to the next level and start using DAX formulas. This 2-day course allows the final section of the day to be spent looking at your data and discussing how you will move forward with it.

<ul style="list-style-type: none"> <li>• Query Editor</li> <li>• Add Column v Transform</li> <li>• Applied Steps</li> <li>• Query Editor number tools</li> <li>• DAX Formulas</li> <li>• Working with dates</li> <li>• Index Columns and Conditional Columns</li> <li>• Query Editor – Merging, Appending</li> <li>• Folders Hierarchy's</li> <li>• Relationships and building a data model</li> <li>• Logical operators in formulas</li> <li>• Text functions – concatenate and related</li> </ul>	<ul style="list-style-type: none"> <li>• Calculated Columns</li> <li>• Measures</li> <li>• Enhancing Power BI</li> <li>• Loading and transforming data from a variety of sources</li> <li>• Visualising Data using charts including - Donut, Line &amp; Clustered Column, Treemaps, Funnel, Gauge and Bookmarks</li> <li>• Key Influencers</li> <li>• Clusters, Groups and Bins</li> <li>• Decomposition Trees</li> <li>• Buttons and Q&amp;A</li> <li>• Group discussions</li> </ul>
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## Power Automate – 2 Days

Maximum of 6 delegates

This course provides you with the knowledge to create and work with Power Automate. The course will emphasise hands-on experience, with a series of exercises integrated into the training. You will learn how to use Power Automate as a citizen developer to automate and manage business process workflows. The course will utilise Microsoft Excel, SharePoint, and an introduction to the Data verse datasets. No previous experience creating flows is necessary.

Before attending this course, learners should have general knowledge of using Microsoft 365, experience of basic SharePoint and using a web browser.

Delegates will learn how to

- Power Automate Architecture
- Understand and use the Power Automate interface
- Approval Flows
- Work with variables, conditions, and loops
- Work with functions and expressions
- Use Excel and SharePoint as data sources
- Work with Power Apps
- Design and best practice

<p><b>Module 1 – Introduction to Power Automate</b></p> <ul style="list-style-type: none"> <li>• Accessing Power Automate</li> <li>• Power Automate architecture</li> </ul> <p><b>Module 2 - Power Automate templates</b></p> <ul style="list-style-type: none"> <li>• Using and modifying an existing template</li> <li>• Running a flow</li> <li>• Integration with Microsoft Forms</li> </ul> <p><b>Module 3 – User Defined Custom Flows</b></p> <ul style="list-style-type: none"> <li>• Flow components</li> <li>• Triggers</li> <li>• Controls</li> <li>• Actions</li> </ul> <p><b>Module 4 – Variables, Conditions and Loops</b></p> <ul style="list-style-type: none"> <li>• Variables</li> <li>• Scopes</li> <li>• Conditions</li> <li>• Loops</li> </ul>	<p><b>Module 5 – Functions and Expressions</b></p> <ul style="list-style-type: none"> <li>• Functions</li> <li>• Expressions</li> <li>• Expression editor</li> </ul> <p><b>Module 6 – Approvals</b></p> <ul style="list-style-type: none"> <li>• Approval options</li> <li>• Responding to Approvals</li> <li>• Custom responses</li> <li>• Approval limitations</li> <li>• Adding reminders to approvals</li> </ul> <p><b>Module 7 – Integration with Power Apps and Power BI</b></p> <ul style="list-style-type: none"> <li>• Calling the flow from Power Apps</li> <li>• Refreshing Power BI datasets</li> </ul> <p><b>Module 8 – Error Handling</b></p> <ul style="list-style-type: none"> <li>• Flow Optimisation</li> <li>• Handling errors</li> </ul> <p><b>Module 9 – Power Automate Administration</b></p> <ul style="list-style-type: none"> <li>• Owners and Office 365 Groups</li> <li>• Development Environment</li> <li>• Admin Centre</li> </ul>
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The intermediate which is a combination of the Power Automate and Apps outlines.

## Power Apps – 2 Days

### Overview

Power Apps is a core part of the Office 365 suite and provides a platform for creating online forms, desktop and mobile apps that connect to your business data. This course is an introduction to PowerApps focusing on the creation and distribution of canvas Apps. For anyone who wishes to learn about PowerApps or needs to create customised business apps for their work.

### Delegates will learn

- Understand the function of Power Apps and understand how it fits with the Power Platform.
- Create Apps from scratch, from templates, by using Copilot or from existing data.
- Save and publish apps.
- Work with versions.
- Work with: Screens, Controls and set properties.
- Understand navigation between screens.
- Understand and use variables and Named Formulas.
- Work with data sources.
- Work with tables and galleries.

#### The Power Apps Studio

This module starts with an explanation on how to launch and use the Power Apps studio for creating, editing and running apps. There is also a section on the other ways that apps can be run by users. The module will also look at how apps can be saved, published and shared with other users as well as investigating the versioning system of Power Apps. The three main ways of creating apps are introduced.

#### Screens, controls and navigation

In this module learners will examine the core building blocks of Power Apps, namely Screens and Controls. As part of this the naming of these objects and a discussion on naming conventions will be covered. This module will also look at setting properties including the use of relative and linked properties. There will also be an examination of the properties that can be used to invoke change.

#### Functions

The module will introduce learners to the use of functions in Power Apps and will focus on commonly used functions including Navigate, Text and Value as well as exploring how multiple functions can be used together.

#### Modern Styling

This module introduces the current Microsoft design philosophy for Power Apps by introducing the learner to Vertical and Horizontal containers.

#### Galleries

In this module, learners will be introduced to data and tables including data sources and records. The main ways of displaying multiple records are introduced, namely the table and gallery controls. The use of searching and the sum function within data tables is also introduced.

#### Variables and Named Formulas

In this module, learners will be introduced to both variables and Named Formulas. Variables allow the app maker to store information that can be used elsewhere in their app. Named Formulas allow the maker to store more complex expressions built using functions that can be evaluated as necessary in their app.

#### Forms

This module of this course looks at using forms to view and edit individual records from the data sources. The module also introduces data cards, the sub-components of forms and shows their importance when creating apps. Finally, the functions used with forms to create and update records are introduced. Although not part of a form, the techniques to delete records from data sources are also covered in this module

The intermediate which is a combination of the Power Automate and Apps outlines.

## Bite Size Virtual Workshops – T&Cs

Bite Size virtual workshops are normally run by 2 trainers and the following terms apply.

### **Terms of Payment**

Payment must be made within 30 days of the invoice date.

### **Cancellation charges**

Cancellations and date amendments will only be accepted if made in writing at least 14 days before the start of the course.

100% of course payable if cancellation is 14 days prior to the course

50% of course payable if cancellation is 15-30 days prior to the course

### **Workshop Delivery**

From time to time, Bite Size may work with external trainers to provide the training. All trainers are vetted and suitably qualified to deliver the training.

It is the responsibility of the Client to ensure that the delegates meet the pre-requisites of the course requirements.

### **Personal Data**

Any data stored with Bite Size will be held in accordance with GDPR and used by Bite Size for the sole purpose of delivering virtual training and e-learning.

### **Intellectual Property Rights**

Course Materials, Online Courses and recordings made by Trainers are, and remain, the intellectual property of Bite Size Limited, whether adapted, written for or customised for the Client or not.

All workshops are run virtually for up to 8 delegates. A sample of the course contents are shown in this document. Content will be scoped out prior to delivery depending on delegates needs.