Course Descriptions

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Excel Basics

This course is designed to help learners fill in some blanks about key features in Excel, important rules about formula construction, and time-saving shortcuts. In this session we'll cover:

- Navigating the Excel interface
- Use Excel commands and entering data
- Options for saving a workbook
- Working with Excel formulas
- Apply conditional formatting
- Modifying a worksheet
- Understand cell formats
- Setting up page layouts, page breaks, headers and footers
- Print options

Excel Intermediate

Time: 1.5 hours

This course takes what you learned in Excel Basics and expands upon those concepts.

- Table construction
- Working with Excel lists, sorting and filtering data
- Setting up and working with ranges
- Advanced functions:
    - Logical
    - Lookup functions
    - Specialized functions
- Advanced conditional formatting
- Create and modify charts
- Create pivot tables

Excel Advanced

Time: 1.5 hours

This course is designed to help users manage Excel workbooks through proper design, use lesser known features within Excel to analyze data, and troubleshoot common issues in Excel workbooks.

- Setting up 3-D references
- Use links and external references
- Consolidate data
- Worksheet and workbook protection
- Apply data validation
- Formula evaluation and managing errors and issues
- Using data tables
- Create scenarios
- Use Goal Seek
- Forecast trends
- Create sparklines and maps

OneNote Basics

Time: 1.5 hours

This session is designed to orientation users who have had little to no exposure to Microsoft OneNote. In this session, participants will learn:

- Concept behind Microsoft OneNote
- Orientation to the OneNote for Office 2016 and OneNote for Windows interface
- Searching for information in OneNote
- Creating a notebook section
- Creating a notebook page
- Text containers
- Reorganizing a notebook
- Creating subpages
- Linking pages
- Working with tables and formulas
- Linking to Outlook meetings
- Email a page
- Sharing notebooks

OneNote The Next Level

Time: 1.5 hours

This session expands upon the concepts learned in OneNote basics to make more productive use of OneNote.

- Tagging items and managing tags
- Insert images, screen clippings, and video
- Record audio and video
- Use OneNote Quick notes
- Creating, using and managing page templates
- Drawing tools
- Show/hide document authors
- Controlling page versions
- Password protect a section
- Add page color, rule lines, and hiding page title
- Using the dock feature
- About OneNote's Class Notebook
- Using OneNote in a Teams site

Word Basics

Time: 1.5 hours

There's a lot more to using Word that what most users might figure out on their own. This session is designed to help you use Word more efficiently by streamlining common word processing tasks.

- Navigate Word and customize your environment
- Format text and paragraphs
- Work efficiently with repetitive edits and formatting
- Manage lists
- Create and modify tables
- Insert graphics and other objects
- Work with borders and add a watermark
- Document publishing options

Using Word More Productively

Time: 1.5 hours

Everyone knows how to use Microsoft Word, right? This session will help you get a better understanding of some key features you may be missing out on particularly if you put together training documents and reports.

- Word shortcuts (word, line, and paragraph selection)
- Paragraph spacing
- Working with images
- Manipulating tables
- Headers and footers
- Styles
- Table of contents and other references
- Track changes (the right way to use it)
- Quick parts
- Embedding an object

PowerPoint Introduction

Time: 1.5 hours

This session focuses on how to use PowerPoint's powerful features to capture audience attention, make important information stand out, and create engaging content. We'll cover:

- Navigate the PowerPoint environment
- How to develop a PowerPoint presentation
- Advanced text editing
- Work with graphical elements such as Smart Art and resize images
- How to prepare the presentation or publish as a slideshow

PowerPoint Power User

Time: 1.5 hours

You've probably used PowerPoint for years but how can you make your presentations more engaging for your audience? Come to this session to find out how. We'll cover:

- The power of templates
- Balancing text and images
- Finding good images online
- Slide layout tips and secrets
- Editing the slide master
- Designing your own PowerPoint template
- Slide transitions
- Subtitles
- Adding video and audio to a presentation
- Object animations, motion paths, and triggers
- Creating and publishing tutorials using PowerPoint

OneDrive Basics

Time: 1.0 hours

Microsoft OneDrive is a cloud service that connects you to all your files from any device. In addition to storing files, you can share them or use them for collaboration and you can sync your files when there's no internet connection available. This session will cover:

- Overview of OneDrive
- Access OneDrive from your browser
- Navigating OneDrive's interface
- Accessing OneDrive from desktop
- Organizing OneDrive
- Toolbar options in web apps
- Managing shared files
- Onedrive mobile app (about)

Teams Introduction

Time: 1.5 hours

This session provides an overview of Microsoft Teams and its four main features: private chat, Teams meetings, Teams sites, and file management.

Private Chat

- Where to find and how to use Teams: browser edition, client application, Teams mobile
  - How to download and install the Teams client and mobile version
  - Updating the client application
  -
- Sending private and group messages
- Pop out chat
- Pin/unpin chat messages
- Mute/leave a group chat
- Starting a video or audio call from chat
  - Voice messaging
- Editing/deleting/saving messages
- View options
- Activity notification

Teams Meetings

- Scheduling and managing Team meetings
- Using the meetings toolbar
- Calendar
- Recording meetings

Teams Sites

- Teams site navigation
- Joining a Teams site
- Managing Teams site membership
- Posting messages or announcements
- Polling using Office 365 Forms
- Channels, managing notifications
- Tab management
- Settings
- Leaving a Team

File Management

- Files button
- Using the search bar to search for messages and files
- Channels and file management
- Sharepoint

Teams Meetings

Time: 1.5 hours

This session provides more in-depth training for Teams meetings. Users participating in this session will gain knowledge to create and manage Teams meetings.

Prerequisite: Teams introduction.

Setting Up Teams Meetings

- Ad hoc meetings
- Teams meetings specifications
- Outlook calendar invites
    - Meeting options, lobby
    - Inviting external users
- Teams Calendar and New Meeting options
    - Schedule meeting
    - Webinar
        - PowerPoint live
        - Presenter mode
            - Standout Mode
            - Reporter Mode
            - Side by side mode
    - Teams Live Events

Starting a meeting

- Inviting participants after meeting starts
- Troubleshooting video and audio
    - Device settings
- Participant panel
    - Muting others
- Chat panel
- Raise hand features
- More actions
    - Meeting options
    - Meeting notes
    - Meeting info
    - Gallery view
    - Full Screen/Focus
    - Apply background effects
        - Add a custom background
    - Turn on live captions
    - Start recording
- Managing your video and audio during a meeting

- Sharing content
- Leave a meeting
  - Leave or end meeting
  - Stop recording
- Finding the meeting chat/recording; sharing with others
- About Microsoft Stream
- About Teams Live Events

Teams Sites

Time: 1.5 hours

Teams sites can be used to help teams be more organized, foster collaboration, store important information and documents, host asynchronous conversations, manage schedules, and more. In this session participants will learn how Teams sites are created, site organization for various purposes, and file management.

Prerequisite: Teams Introduction

Requesting a Teams Site

- Contact your local help desk to create a Teams site

Types of Teams Sites, Templates
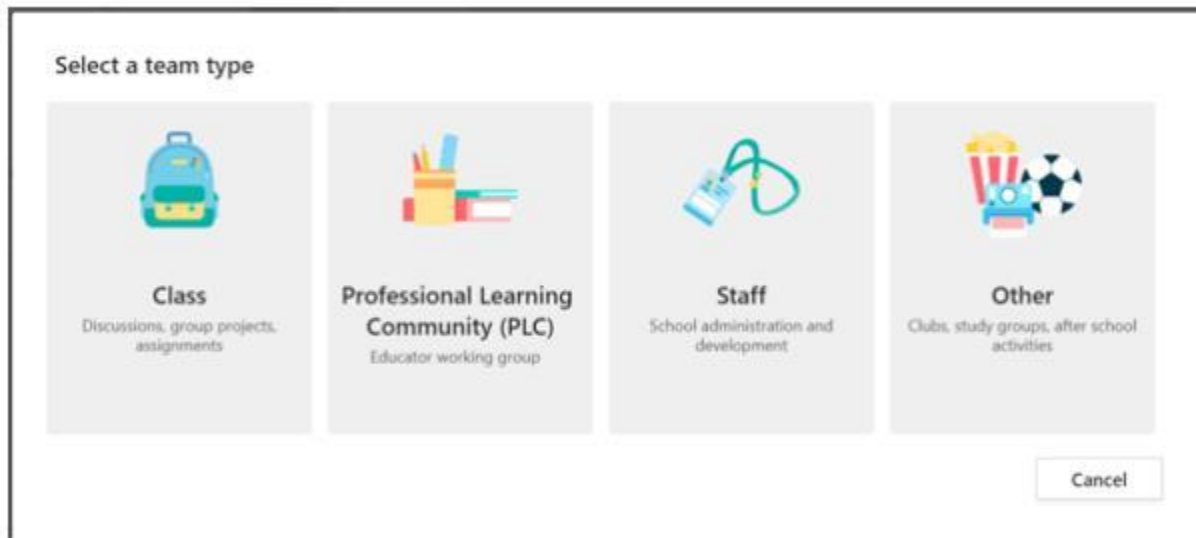
Site Organization

- Teams site memberships
  - Site owners versus members
  - Membership management
  - Managing external membership
- Methods of channel organization
  - General channel versus other channels
  - Understanding your team's needs and requirements
    - Conversations
    - Projects
    - Resource access
    - File management

- Creating channels
  - Private channels
  - Sequencing channels
- Channel settings
- Tab management
  - Using OneNote to aid team organization
- Third party tools
- Driving Teams site readership
  - Channel subscriptions
  - Moving Outlook messages to a channel
  - File organization
- SharePoint file management
  - Synchronizing files with your desktop