

Microsoft Office 365 Applications

Course Brochure



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Course Title	Training Course Overview	Net Price
M365IWA Mastering Microsoft 365 Essentials (1 Day)	This course is an introduction to Microsoft 365 in a cloud-based environment and will introduce delegates to the Microsoft 365 Web Apps toolkit. Throughout the course, participants will engage in hands-on activities, practical demonstrations, and real-world scenarios to develop proficiency in leveraging Microsoft 365 tools effectively for improved productivity and collaboration in professional settings. Read the full Course Outline here.	£425
M365PAF Microsoft Power Automate Fundamentals (1 Day)	This course introduces you to Power Automate where you can create workflows between Apps and Services within the Microsoft 365 environment. You will look at the different types of flows that are available but focus only on Cloud Based Flows. Here we will discover creating a variety of Flows based on both Templates and ones created from scratch. Read the full Course Outline here.	£425
M365PBIFP1 Microsoft Power BI Fundamentals Part 1 (1 Day)	Provide business insights at the right time to the right people with Microsoft PowerBI, an interactive data visualisation software product that has been developed by Microsoft with a primary focus on business intelligence. Power BI is part of the Microsoft Power Platform and comprises a collection of software services, apps, and connectors that work together to turn your data into coherent, visually immersive, and interactive insights. With Power BI Desktop, you will learn how to connect and query data from different sources. Then, using the Power Query Editor, you will clean, shape, and transform this data to produce impactful visuals in reports. You will then explore how reports are published to the Power BI service where your team can access them through intuitive dashboards. Read the full Course Outline here.	£425



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M365PBIFP2 Microsoft Power BI Fundamentals Part 2 (1 Day)	With PowerBI Desktop, you get a report authoring tool that enables you to connect and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can add visualisations and create reports. Reports can then be published. Read the full Course Outline here.	£425
M365PBIDX Microsoft Power BI DAX (1 Day)	Data Analysis Expressions (DAX) are a library of functions and operators that can be combined to build formulas and expressions in Power BI. In this intermediate level course, participants will explore how to use DAX to analyse their data. We will explore how to analyse trends over time, create moving averages and moving totals, as well as the art of static grouping to organise and analyse data on predefined categories. On completion of their training, participants should be ready to start harnessing the capabilities of DAX for better insights. Read the full Course Outline here.	£425
M365PBIADV Microsoft Power BI Advanced Visualisation (1 Day)	In this course you will discover techniques to help you enhance the visual appeal of your reports and craft an engaging user experience. Improve your ability to convey information through visuals and master innovative approaches using Power BI's built-in visualisation tools, all without requiring advanced DAX proficiency. Read the full Course Outline here.	£425



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M365SPO Microsoft SharePoint Online for Owners (1 Day)	SharePoint Online is a cloud-based service that helps organisations share and collaborate with colleagues, partners, and customers from any location. With SharePoint, you can access internal sites, documents, and other information from anywhere - the office, at home, or from a mobile device. Before you dive into building and configuring your organisation's SharePoint environment, there are a few things you should consider such as how to effectively protect your organisations important content and data, whilst providing a positive user experience. In this course you will explore how to design and develop a SharePoint site with a focus on site settings and permissions and receive guidance on how to effectively set up libraries with an approach to metadata. Read the full Course Outline here.	£425
M365SPU Microsoft SharePoint Online for Users (1 Day)	In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft SharePoint 2016 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web-based tools to create, access, store, and track documents and data in a central location. Read the full Course Outline here.	£425
M365SPW Microsoft SharePoint Webpages (1 Day)	Having designed the layout of your SharePoint site, you now need to make working with SharePoint Online as user-friendly and engaging as possible - a great way to do this is using SharePoint webpages. This tool allows you to use built-in templates or create and customise your own pages to enhance the end-user experience and create a welcoming and professional online environment for you and your colleagues. Read the full Course Outline here.	£425



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M365TMF Microsoft Teams Fundamentals (1 Day)	Microsoft Teams is a dedicated hub that brings together the people, conversations, content and tools your team needs to collaborate and achieve more. Microsoft Teams allows you to readily communicate and make quick decisions in real time. With Teams, you can initiate a private or group chat, share files and co-author content. You can also host on-line meetings with people inside or outside your organisation and you can make and transfer calls. All this communication can be done across devices, in the office or on the go! Read the full Course Outline here.	£425
MSEXL1 Microsoft Excel Level 1 (1 Day)	This course introduces delegates to the basic functions of Microsoft Excel and will enable them to create worksheets and perform formatting and functions within the worksheet. This course is designed for people who wish to gain the skills necessary to create, edit, format and print basic Microsoft Excel worksheets. Read the full Course Outline here.	£385
MSEXL2 Microsoft Excel Level 2 (1 Day)	This course introduces the user to the intermediate features of Microsoft Excel to attain proficiency as a competent Excel user. This course is aimed at those wishing to gain the skill sets necessary for calculating data using functions and formulas to manipulate worksheets. Read the full Course Outline here.	£385
MSEXL3 Microsoft Excel Level 3 (1 Day)	This course introduces the user to the more advanced features of Microsoft Excel to attain proficiency as a competent Excel user. This course is aimed at those wishing to gain the skill sets necessary for calculating data using advanced functions and formulas and to create and manipulate advanced charts. Read the full Course Outline here.	£385



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MSEXDMA Microsoft Excel Data Management (1 Day)	This course is designed for users who want to take more control of Microsoft Excel and use it to facilitate business decisions. This course allows users to start analysing data for the good of the business rather than just using it as an end user. This course is designed for those wishing to gain the skills necessary to automate some common Excel tasks. Read the full Course Outline here.	£385
MSEXPQE Mastering Microsoft Excel Power Query Editor (1 Day)	This course is designed to equip participants with the skills needed to effectively use the Power Query Editor in Microsoft Excel. Throughout the course, participants will learn to navigate the Power Query Editor interface, transform and clean data, and apply best practices in data preparation for analysis. The course includes hands-on modules covering topics such as importing data from multiple Excel Worksheets, Excel Workbooks and other various sources, using data transformation tools, and performing advanced data transformations like pivot tables and charts. Read the full Course Outline here.	£425
MSEXVBAP1 Microsoft Excel VBA & Macros Part 1 (1 Day)	This course is designed for users of Microsoft Excel wanting to extend their existing skills in using the product. It is aimed at those who have no prior knowledge of Visual Basic for Applications and who want to be able to automate tasks and create custom user-interfaces within Excel. Read the full Course Outline here.	£425
MSEXVBAP2 Microsoft Excel VBA & Macros Part 2 (1 Day)	This course builds on the topics introduced in Microsoft Excel Macros & VBA Part 1, to help delegates gain a deeper understanding of the functionality of Visual Basic for Applications (VBA) within Microsoft Excel. Delegates will learn how to troubleshoot errors within their macros, create code using IF, THEN and ELSE statements, and use loops to automate a series of specific tasks within Excel. Read the full Course Outline here.	£425



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MSPPL1 Microsoft PowerPoint Level 1 (1 Day)	In this course you will explore core Microsoft PowerPoint features to create and modify presentations for a business environment. The topics covered include formatting text and enhancing the visual appeal of slides by adding graphical elements such as pictures, SmartArt, charts and tables. You will also use transitions, animations, and explore the Design tab. Read the full Course Outline here.	£385
MSPPL2 Microsoft PowerPoint Level 2 (1 Day)	In this course you will learn how to create advanced presentations using Microsoft PowerPoint. The topics covered include public speaking tips to deliver a great presentation and advanced PowerPoint features such as motion path animations, object layering, grouping, and advanced transitions. You will also learn how to use presenter view to rehearse presentations. Read the full Course Outline here.	£385
MSPRL1 Microsoft Project Level 1 (1 Day)	During this course you will create and manage a project schedule using Microsoft Project. This course is designed for people who have an understanding of Project Management concepts and who are responsible for creating and modifying project plans, and who need a tool to manage these project plans. Read the full Course Outline here.	£425
MSPRL2 Microsoft Project Level 2 (1 Day)	This course builds on the concepts and skills taught in the Microsoft Project Level 1 course. You will learn how to work to a more in-depth level with Microsoft Project and how to integrate Project data with other Office Applications. This course is designed for people who have the ability to create and update project plans using Microsoft Project and wish to build on those skills to create more comprehensive projects. Read the full Course Outline here.	£425



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MSPRL3 Microsoft Project Level 3 (1 Day)	Having learnt how to plan and develop a project schedule in MS Project, you are now looking to improve your skills by understanding how to manage these abilities across multiple projects using shared resources. You will also discover more effective ways to manage costs alongside advanced calculation methods when updating your project. Read the full Course Outline here.	£425
MSPRL4 Microsoft Project Level 4 (1 Day)	Having already learnt how to create and edit basic plans in Microsoft Project, you find that you need to record additional information that the Standard Project Template does not accommodate for. To overcome this, you will learn how to customise all areas of Microsoft Project, exchange project plan data with other applications and reuse project plan information. You will also look at creating custom reports using both the built in Reporting tools plus Power BI. Read the full Course Outline here.	£425
MSWDL1 Microsoft Word Level 1 (1 Day)	During this course you will learn to create, edit and enhance standard business documents using Microsoft Word. This course is designed for people who wish learn the basic operations of Microsoft Word to perform their day-to-day responsibilities and who want to use the application to be more productive in their work. Read the full Course Outline here.	£385
MSWDL2 Microsoft Word Level 2 (1 Day)	During this course you will create complex documents and build personalised efficiency tools using Microsoft Word. This course is designed for people who are able to create and modify standard business documents in Microsoft Word but need to know how to create and modify complex business documents and customised Word efficiency tools. Read the full Course Outline here.	£385