

2023 Public Course Schedule

- Courses are virtual - live and fully interactive over Zoom and open to anyone
- Each course is 3 ½ hours in length
- Course fee is \$ 150 per course / per person, plus HST
- PDF Course manual and 30 days of technical support included
- Private Group training is also available both virtually and in-person at your office (please contact us)

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45 Standard Courses Available

Microsoft Apps at Office.com

Microsoft 365: Using Microsoft365.com
Teamwork Using the Planner App 
Building Forms with Microsoft Forms 
SharePoint Course 1: Overview Part 1
SharePoint Course 2: Overview Part 2
OneDrive Online File Management



Microsoft Teams

Teams Course 1: Teams & Chat
Teams Course 2: Meetings & Calls
Teams Course 3: Advanced Meetings



Microsoft Project

Project Course 1: Building a Plan 
Project Course 2: Resources & Tracking 






Adobe Acrobat

Acrobat Course 1: Getting Started
Acrobat Course 2: Creating Forms



Microsoft Excel

Excel Course 1A: Getting Started
Excel Course 1B: Basic Formulas
Excel Course 2A: Format & Validation Rules
Excel Course 2B: Working with a Database
Excel Course 2C: Printing & Sheets
Excel Course 2D: Creating Charts
Excel Course 3: Using IF & VLOOKUP
Excel Course 4: More Useful Formulas
Excel Course 5: PivotTables Part 1
Excel Course 6: PivotTables Part 2
Excel Course 6A: Advanced PivotTables
Excel Course 6B: Using Power Query 
Excel Course 6C: Using Power Pivot 
Excel Course 7: Introduction to Macros
Excel Course 7A: Introduction to Writing VBA 
Excel Course 8: Time-Saving Tips & Shortcuts
Excel Course 9: Cleaning Up Imported Data
Excel Course 10: More Data Features
Excel Course 11: Dynamic Arrays
Excel Course 12: Advanced Formulas
Excel Course 13: Creating a Dashboard



Microsoft OneNote

OneNote Course 1: Staying Organized



Microsoft Outlook

Outlook Course 1: Getting Started 
Outlook Course 2: Time-Savers




Microsoft Power BI

Build Reports with Power BI 



Microsoft PowerPoint

PowerPoint Course 1: Getting Started 
PowerPoint Course 2: Features
PowerPoint Course 3: Presenting Slides



Microsoft Windows

Windows Tips & Shortcuts



Microsoft Word

Word Course 1: Getting Started 
Word Course 2: Formatting
Word Course 3: Features



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Excel Course 1A: Getting Started

Thu Aug 3 (1:30pm to 5pm)
 Mon Oct 2 (9am to 12:30pm)
 Wed Dec 6 (1:30pm to 5pm)

Start from the beginning and create a file from scratch. This course is for you if you're new to Excel, would like a refresher of the basics, or want to improve your knowledge and become more confident using Excel.

Entering Data
 Entering Text and Numbers
 Entering & Working with Dates
 Selecting Cells / Cell Pointer Icons
 Cut, Copy, Paste and Fill Basics

Formatting Cells
 Horizontal Cell Alignment
 Formatting Numbers
 Using Format Cells
 The Format Painter, Cancel vs Undo
 Delete and Clear Options

Sheet Tasks
 Column Widths/Row Heights
 Insert/Delete Columns & Rows
 Add & Delete Sheets
 Rename & Move Sheets
 Zooming In and Out
 Print and Preview
 Saving, Open, New, Close

After this course, the next step is Course 1B

Required Prior Knowledge
 No Excel knowledge needed

Excel Course 1B: Basic Formulas

Thu Jun 22 (9am to 12:30pm)
 Wed Aug 16 (1:30pm to 5pm)
 Tue Oct 10 (9am to 12:30pm)
 Mon Dec 11 (1:30pm to 5pm)

All the formula essentials are covered in this course: operators, the order of operations, using built-in functions, and understanding relative vs. absolute cell referencing.

Formulas / Functions
 Entering a basic formula
 Operators & order of operations
 General Use of Excel Functions
 Using these Functions:
 Sum, Average
 Count, CountA, CountBlank
 Min, Max
 Round, Today, and Now

Absolutes - \$
 What is a Relative Reference?
 What is an Absolute Reference?
 Using Full & Partial Absolutes

Trouble Shooting / Tips
 Display Formulas
 Editing Formulas
 Finding Formulas
 Errors & Error Checking

Required Prior Knowledge
 Comfortable with most Course 1A topics

Excel Course 2A: Format & Validation Rules

Tue Aug 22 (9am to 12:30pm)
 Mon Oct 16 (1:30pm to 5pm)
 Wed Dec 6 (9am to 12:30pm)

Conditional Formatting and Data Validation are features so widely used today that knowing how they work is essential.

Conditional Formatting
 Highlight Cell Rules
 Top/Bottom Rules
 Data Bars, Color Scales, Icon sets
 Using Manage Rules
 Clearing Rules
 Using Formulas for a Rule
 Absolute References in Rules

Data Validation
 Restrict Entries in Cells
 Customized Error Messages
 Suppress Error Messages
 Add Input Messages
 Simple Drop-Down Lists
 Create Drop-Down Lists from Data
 Circumvent Validation Settings
 Modify Validation Settings
 Clear Validation

Required Prior Knowledge
 Solid understanding of most Course 1A topics needed. Helpful if you have some knowledge of Course 1B topics.

Excel Course 2B: Working with a Database

Wed Jul 5 (9am to 12:30pm)
 Mon Sep 11 (1:30pm to 5pm)
 Thu Nov 9 (9am to 12:30pm)

Courses 2A, 2B, 2C and 2D can be taken in any order. The topics are unrelated.

Understand how to setup and work with database data. Topics include setting up a valid database, sorting & filtering and working with Tables.

Setup a Valid Database
 Why Correct Setup is Important
 Valid Database Rules
 Selecting and Navigating Data
 Freeze Headings & Print Titles

Sort & Filter
 Basic and Custom Sorting
 Activating Filter
 Entering/Selecting Filter Criteria
 Totalling Filtered Data
 Clear & Reapply
 Copy/Paste and Delete Filtered Data

Format as Table
 Static vs Dynamic Ranges
 Working in a Table
 Filter with Table Slicers

Required Prior Knowledge
 Solid understanding of most Course 1A topics needed. Helpful if you have some knowledge of Course 1B topics.

Excel Course 2C: Printing & Sheets

Mon Jul 10 (1:30pm to 5pm)
 Thu Sep 14 (1:30pm to 5pm)
 Tue Nov 28 (9am to 12:30pm)

Learn how to set print settings, add comments and notes to cells, work with sheets and protect sheets and cells.

Page Layout & Printing
 Print Preview / Printing
 Scaling / Paper Size / Orientation
 Margins / Centre on Page
 Normal, Page Layout & Page Break Views
 Headers and Footers
 Print Titles / Page Breaks
 The Page Setup Dialog box

Cell Comments / Notes
 Adding Comments & Notes to Cells
 Edit, Delete, Move, Size, Print Comments
 Comment Colour / Adding Pictures
 Threaded Comments in 365

Working with Sheets
 Add, Rename, Hide, Delete Sheets
 Move & Copy Sheets
 Using Group Mode
 View Multiple Sheets Together

Protect
 Protect a Workbook / Protect a Sheet

Required Prior Knowledge
 Solid understanding of Course 1A topics.

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 Excel Course 2D: Creating Charts	 Excel Course 3: Using IF & VLOOKUP	 Excel Course 4: More Useful Formulas	 Excel Course 5: PivotTables Part 1	 Excel Course 6: PivotTables Part 2
<p><i>Wed Jul 12 (1:30pm to 5pm) Fri Sep 15 (9am to 12:30pm) Tue Nov 14 (1:30pm to 5pm)</i></p>	<p><i>Wed Aug 2 (1:30pm to 5pm) Thu Oct 12 (9am to 12:30pm) Mon Dec 4 (1:30pm to 5pm)</i></p>	<p><i>Thu Jun 8 (1:30pm to 5pm) Tue Aug 8 (9am to 12:30pm) Fri Oct 20 (1:30pm to 5pm) Mon Dec 11 (9am to 12:30pm)</i></p>	<p><i>Fri Jun 23 (1:30pm to 5pm) Thu Aug 24 (9am to 12:30pm) Tue Oct 10 (1:30pm to 5pm) Thu Dec 14 (9am to 12:30pm)</i></p>	<p><i>Mon Jun 26 (9am to 12:30pm) Wed Aug 30 (1:30pm to 5pm) Fri Oct 20 (9am to 12:30pm) Tue Dec 19 (1:30pm to 5pm)</i></p>
<p><i>Learn how to create charts in Excel – from the basics to more advanced techniques and tips. We also look at adding shapes, pictures and icons to a chart.</i></p> <p>Charts Basics Create Bar/Line and Pie charts Selecting, Moving & Sizing Charts Change Chart Type / Transpose Quick Chart Layouts & Chart Styles The Chart Buttons / Printing Charts</p> <p>Chart Settings & Formatting The Chart Tabs / The Format Pane Change Data Ranges / Adding Elements Select, Movie & Sizing Elements Formatting Chart Elements Creating Pie of Pie / Bar of Pie Creating Combo Charts (bar and line) Trendlines, Error Bars, Up/Down</p> <p>Other Objects Adding Shapes, Icons & Pictures Arrange, Align and Rotate Group and Ungroup / Shape Size & Position</p> <p>Creating Effective Charts Convey Your Message Use of Colours, Chart Elements & Objects Cools Effects for Better Visuals</p> <p>Required Prior Knowledge Solid understanding of Course 1A and 1B</p>	<p><i>Learn how to effectively use the two most popular functions in Excel – IF and VLOOKUP. We also cover a feature called Range Names, which is incredibly useful with formulas.</i></p> <p>The IF Function IF Arguments Using IF Nesting IF's Multiple Conditions (AND/OR) Conditional Formatting with IF The IFS Function (365/2019)</p> <p>Range Names Why Use Range Names? Create/Reference a Range Name Go to a Range Name Edit and Delete a Range Name</p> <p>The VLOOKUP Function What is VLOOKUP? VLOOKUP vs. HLOOKUP Using VLOOKUP Approximate & Exact Match IFNA with VLOOKUP What is the New XLOOKUP Function (Excel 365)?</p> <p>Required Prior Knowledge Solid understanding of most Course 1A and 1B topics needed. Helpful if you have some knowledge of Course 2A and 2B topics.</p>	<p><i>Learn how to quickly produce results that are difficult or time-consuming using other methods. We look at conditional functions, index match, xlookup and linking formulas.</i></p> <p>Conditional Functions The Subtotal Function SumIf / Sumifs Countif / Countifs Averagelf / Averagelfs MinIf / Maxif (365/2019)</p> <p>Linking Formulas to Other Sheets Link Cell/Formulas/3D Formulas</p> <p>Linking Formulas to Other Files Create Linking Formulas Edit Links Dialog Box Finding Links in a File</p> <p>Using INDEX MATCH & XLOOKUP INDEX MATCH & INDEX MATCH MATCH Using XLOOKUP (365) Using MATCH with VLOOKUP Using XMATCH (365) VLOOKUP, INDEX MATCH or XLOOKUP ? <i>(Knowledge of VLOOKUP required)</i></p> <p>Required Prior Knowledge Solid understanding of Course 1A, Course 1B and Course 3 topics needed. Helpful if you have knowledge of Course 2A and 2B topics.</p>	<p><i>Learn how to produce meaningful reports quickly and easily by leveraging PivotTables. By the end of this session, you will feel confident building PivotTables in Excel.</i></p> <p>Create and Format a Table Valid Database Setup/ Create Table Dynamic vs Static Ranges With VLOOKUP, Data Validation & Charts</p> <p>Get Started with a PivotTable Creating a PivotTable Inside/Outside a PivotTable Columns, Rows, Values and Filters Fields Moving & Removing Fields Applying Formatting</p> <p>Working with a PivotTable Edit PivotTable Data / Expand & Collapse Changing Report Layout Hide/Show/Modify Subtotals / Grand Totals Sorting and Manual Sort Filtering Labels & Values Field Settings / Options / Refresh Data Changing the Summary Function Percent, Running Totals, Ranking, etc.</p> <p>Required Prior Knowledge Solid understanding of Course 1A as well as very comfortable using Excel generally. Helpful if you have some knowledge of Course 2B topics.</p>	<p><i>Once you've learned the basics, it's time to see what a PivotTable can really do! Produce reports that output exactly what you need with visuals that will impress any reader.</i></p> <p>Data Source & Details Table vs Range Refresh vs Refresh All Add PivotTable to Sheet / Move it Creating Filter Pages Showing Details / Disable Details</p> <p>Grouping & Calculations Date Grouping / Using Data Formulas Instead Number Grouping / Custom Groups Creating Calculated Fields / Calculated Items What is GetPivotData?</p> <p>Printing & Appearance Print Options / Print Titles Blank Lines & Page Breaks Using and Basic Creating Styles Adding Conditional Formatting</p> <p>Slicers & PivotCharts Add Slicers / Slicer Settings & Options Connect Slicers to Additional PivotTables Create PivotCharts</p> <p>Required Prior Knowledge Important that you have taken or know the topics covered in Course 5. (There is no time in this course for review of Course 5 topics.)</p>

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Excel Course 6A: Advanced PivotTables

Thu Jul 6 (9am to 12:30pm)
Mon Sep 25 (1:30pm to 5pm)
Tue Nov 28 (1:30pm to 5pm)

This course introduces some advanced PivotTable concepts such as the Pivot Cache and the Data Model. Understanding these will allow you to create more customized PivotTables and link multiple data sets together in a PivotTable.

Setting Defaults

Default PivotTable Options
Default Layout

The Pivot Cache

What is it ?
Saving the Cache / Saving the Data
Creating a Separate Cache
Using the Same Cache / Cache Count

The Data Model / Relationships

Setting Relationships Up
Multiple Databases in a PivotTable
Working with Sets / Drill Downs
Additional PivotTable Settings
Distinct Count
Options Unavailable

After this course, consider taking Excel Course 6B to link to external data and Course 6C to fully understand the Data Model.

Required Prior Knowledge

Essential that you have taken or know the topics covered in both Course 5 and Course 6.

Excel Course 6B: Using Power Query

Wed Sep 13 (1:30pm to 5pm)

If you're constantly updating or appending datasets, or working in slow files filled with lookup formulas, then it's time to learn Excel's Power Query to link to source data, shape it the way you want, and then report on it (e.g., in PivotTables).

Getting Data

Connect to Excel or Other Data
Load Queries into Excel / Edit Queries
Refresh / Refresh Options
Reference / Duplicate Queries
Merge Datasets / Use Group By
Update Names (File, Sheet, Table, Column)

Basic Column Transformations

Transform vs Add Column
Remove, Duplicate, Format
Extract, Merge, Split / Fill & Replace Values
Change Case / Work with Dates
Basic Calculations / Conditional Columns

Other Features

Data Types / Sort & Filter
Working with Steps / Remove Duplicates
Data Statistics / Find & Fix Data Errors

Required Prior Knowledge To effectively participate in this course, you will need to understand the concept of setting up a valid database, the Table feature and basic PivotTables (topics from Courses 2B and 5). Knowledge of Course 6 and 6A is helpful, but not required.

Excel Course 6C: Using Power Pivot

Wed Oct 18 (9am to 12:30pm)

Learn how to effectively work with the Data Model using Excel's Power Pivot tool. Whether the data you use comes from Excel files, or other sources, this course will teach you how to fully understand relationships and build flexible PivotTable formulas using the DAX language.

Overview

Quick Review of Relationships
Quick Review of the Data Model
The PowerPivot Window

More About Relationships

Relationships in Diagram view
Snowflake vs Star
How Relationships Flow
Hide Fields or Tables
Creating Hierarchies

Introduction Dax

Adding Calculated Columns
Implicit vs Explicit Measures
Creating Explicit Measures

Calendar Tables

Why Not Group by Dates?
Create a Calendar Table in Power Pivot
Create Calendar Table in Excel
Dynamic Calendars in Power Query

Required Prior Knowledge You must already know the topics in Excel Course 6A. Knowledge of Course 6B is very helpful, but not required.

Excel Course 7: Introduction to Macros

Thu Jul 20 (9am to 12:30pm)
Wed Sep 27 (1:30pm to 5pm)
Mon Nov 27 (9am to 12:30pm)

Understanding macros will make you far more efficient. In this course you will learn how to record macros, do basic macro editing and see different ways to run and store macros.

Recording Macros

What is a Macro?
Recording Macros
Running Macros
Buttons & Illustrations to Run Macros
Add Macros to Quick Access Toolbar
Saving and Opening Files with Macros
Using Relative Referencing
Workbook vs Personal Workbook Macros

A Quick Look at VBA

What is Visual Basic?
Working in the VBA Editor
Basic Editing of Recorded Macros

The next step is Excel Course 7A to more fully understand working in the VBA Editor.

Required Prior Knowledge

Solid understanding of Excel generally. No specific course(s) required, but you should be a confident Intermediate + user.

Excel Course 7A: Intermediate Macros

Wed Oct 4 (9am to 12:30pm)

In this course we look in more detail at the VBA Editor. You will learn how to modify recorded macros and create macros by writing VBA to perform actions that cannot be recorded.

Note: this course is intended to get you started in VBA only. For a solid working knowledge of VBA, it will take much more than just a ½ day course.

Writing Macros

Macros You Can't Record
Macros Triggered by Events
Macro Arguments
Sub vs Function
Module, Sheet or Workbook

Commands/Features

Variables
With, End With
Message Boxes
IF, Else, Endif
Select Case, Case Else, End Select
The Range Object
Intersect
Exit a Procedure
For, Next
Display and Calculation
Create a Basic Function

Required Prior Knowledge

You must have a solid understanding of all Excel Course 7 topics.

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 Excel Course 8: Tips & Shortcuts	 Excel Course 9: Clean Up Imported Data	 Excel Course 10: More Data Features	 Excel 365 Course 11: Dynamic Arrays	 Excel 365 Course 12: Advanced Formulas
<p>Thu Jul 6 (1:30pm to 5pm) Wed Sep 6 (9am to 12:30pm) Tue Nov 7 (1:30pm to 5pm)</p>	<p>Wed Jul 5 (1:30pm to 5pm) Mon Sep 11 (9am to 12:30pm) Thu Nov 9 (1:30pm to 5pm)</p>	<p>Tue Jul 25 (9am to 12:30pm) Fri Sep 15 (1:30pm to 5pm) Mon Nov 27 (1:30pm to 5pm)</p>	<p>Fri Jul 28 (9am to 12:30pm) Mon Sep 25 (9am to 12:30pm) Thu Nov 30 (1:30pm to 5pm)</p>	<p>Thu Jun 8 (9am to 12:30pm) Thu Aug 10 (1:30pm to 5pm) Mon Oct 16 (9am to 12:30pm) Fri Dec 8 (1:30pm to 5pm)</p>
<p><i>Getting the job done efficiently is everyone's goal. This course will dramatically improve your productivity by showing you the useful time-saving features that are hidden in plain sight.</i></p> <p>Great Features Show Sheets in Separate Windows Hyperlinks to Navigate Workbook Custom Number & Date Formats Customize the Quick Access Toolbar Concatenating in Formulas Goto Special to Select Create Custom Fill Lists The Windows Clipboard Save Filters or Print Settings</p> <p>Quick Tips Trick with Absolute Referencing Copy Visible Cells Only Quick Ways to Navigate & Select Data AutoFit Column Cell Range Zoom to Width of Data Quick Ways to Format Cells The F2 and F9 Keys Switch Column Order Quickly Quick Paste Values / Don't Merge Cells! Go Back to Cell Pointer / Copy Cell Above</p>	<p><i>Using Excel to report on data that has come from another program often involves fixing that data first. This course looks at the best ways to 'clean up' your imported data.</i></p> <p>Import & Fix Text Files Import .CSV, .TXT, .PRN The Text Import Wizard Fix Bad Dates and Bad Numbers Transpose Finding duplicates</p> <p>Splitting Data Using Flash Fill to split columns Using Text to Columns</p> <p>Concatenating Combining cell contents Combining different data types</p> <p>Use Text Functions to Fix Data Left / Mid / Right / Len / Search / Trim / Text Clean / Lower / Upper / Proper / Value NumberValue / Substitute / FormulaText</p> <p>New 365 Functions TextBefore / TextAfter</p>	<p><i>This course looks at three great features in Excel that will help you quickly and easily manipulate sheet data to display the results you need (advanced filter, grouping and consolidate).</i></p> <p>Advanced Filter Filter vs. Advanced Filter The three ranges Simple and formula-based criteria Performing a filter Using OR conditions Using range names Copy unique records <i>(You should already be familiar with the regular Filter feature.)</i></p> <p>Creating Groups & Subtotals Using Auto Outline Manually Creating Groups Collapse and Expand Hide/Show Outline Symbols Adding Subtotals / Subtotal options / Remove</p> <p>Data Consolidation Consolidate by position Consolidate by category</p>	<p><i>The new Calculation Engine is by far the biggest change ever made to Excel formulas. Dynamic Arrays allow you to quickly and easily produce results that were difficult or time-consuming.</i></p> <p>Arrays What is an Array? Old CSE Arrays vs DA Arrays How to "Spill" a Formula The #SPILL! Error Implicit Intersection Compatibility with other Features Forward & Backward Compatibility</p> <p>Dynamic Array Functions Sort, SortBy, Filter Unique / Sequence / RandArray</p> <p>New DA Functions TextSplit / VStack / HStack / Expand ToRow / ToCol / WrapRows / WrapCols Take / Drop / ChooseRows / ChooseCols</p> <p>Existing Functions SUMPRODUCT, TRANSPOSE & FREQUENCY</p>	<p><i>In this Excel 365 course, we show you how to use some advanced functions and understand more about how certain formulas and range names effect your workbooks.</i></p> <p>Functions Covered CHOOSE INDIRECT OFFSET MOD ROW / ROWS COLUMN / COLUMNS LET</p> <p>About Formulas Manual Recalculation What are Volatiles? Improving Performance</p> <p>Advanced Range Names Range Name Constants Relative Range Names What are Dynamic Range Names?</p>
<p>Required Prior Knowledge You should know at least the topics in Course 1A and Course 1B and consider yourself an Intermediate or better Excel user.</p>	<p>Required Prior Knowledge Solid understanding Course 1B and Course 2B. You should consider yourself an Intermediate or better Excel user.</p>	<p>Required Prior Knowledge Solid understanding Course 1B and Course 2B. You should consider yourself an Intermediate or better Excel user.</p>	<p>Required Prior Knowledge This course is for Excel 365 users who are already familiar with basic and intermediate formulas and functions. You should at least know the topics covered in Course 1B, Course 3, and Course 4.</p>	<p>Required Prior Knowledge Solid knowledge of formulas and functions in Excel. Minimum knowledge required before taking this course: Course 1B, Course 3 and Course 4 . In addition, an understanding of <i>Dynamic Spill Arrays</i> is necessary (Course 11).</p>

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Excel 365 Course 13: Creating a Dashboard

*Fri Jun 23 (9am to 12:30pm)
 Tue Aug 22 (1:30pm to 5pm)
 Thu Oct 26 (9am to 12:30pm)
 Fri Dec 15 (1:30pm to 5pm)*

In this course you will learn how to create an interactive dashboard with form controls using Excel 365.

You must understand Dynamic Arrays (Course 11) and creating charts (Course 2D) before taking this course. You should also be familiar with these functions: IF, INDEX and conditional functions such as SUMIF and COUNTIF.

Using Form Controls
 Drop Down
 List Boxes
 Scroll Bars
 Option Buttons

Creating the Dashboard
 Linking Formulas to Display the Data
 Interactive Charts with Form Controls
 Data Selection Form Controls
 Text Boxes with Linked Formulas
 Design/Format the Final Dashboard
 Hide and Lock Raw Data/Formulas

Required Prior Knowledge
 Knowledge of most topics in Course 1B, Course 2D, Course 3, Course 4, and Course 11.

Stay Organized with OneNote


*Wed Jun 14 (9am to 12:30pm)
 Wed Sep 6 (1:30pm to 5pm)
 Fri Dec 8 (9am to 12:30pm)*

OneNote is a hidden gem that is often overlooked but incredibly useful. Once you learn how to use it, you'll wonder how you ever got along without it!

Introduction/Overview
 Notebooks
 Sections & Section Groups
 Pages & Sub Pages
 Containers

Adding Content
 Text, Bullets/Number Lists
 Create Tables
 Insert Links
 Add Pictures
 Insert Files
 Add Drawings/Shapes
 Screen Clippings

Features
 Using Search & Find
 Zoom Page
 Zoom Everything
 Using Tags / Find Tags
 Page Colour
 Rule Lines
 Templates
 Notebook Recycle Bin

PowerPoint Course 1: Getting Started 

*Tue Jul 18 (9am to 12:30pm)
 Wed Oct 4 (1:30pm to 5pm)*

Start from the beginning and learn the basics in PowerPoint. This course is for you if you're new to PowerPoint, would like a refresher of the basics, or want to improve your knowledge and become more confident using it.

Overview
 How Presentations are Organized
 Normal & Slide Sorter Views
 Slide Layouts & Background
 Working with Objects (Select, Move, Copy)

Text
 Placeholder Text
 Add Text
 Format Text

Shapes & Pictures
 Add Shapes, Pictures & Icons
 Sizing Objects
 Send to Front or Back
 Align Objects
 Group & Ungroup
 Rotate & Flip

Charts
 Add Charts
 Work with the Data
 Chart Formatting

PowerPoint Course 2: Features

*Fri Jul 28 (1:30pm to 5pm)
 Mon Oct 30 (9am to 12:30pm)*

Save time and become more productive by learning time-saving and useful PowerPoint features. We cover working with objects (text, pictures and illustrations), as well as using Master Slides to create a consistent look to your slides.

Shapes
 Review of Align & Group
 Copy & Duplicate
 Edit Shapes / Merge Shapes

Using SmartArt
 Creating SmartArt / Convert Text
 Layouts / Colours / Designs
 Working in the Text Box
 Formatting the Graphic

Pictures
 Colour Correction, Effects & Transparency
 Remove Picture Backgrounds
 Aspect Ratio, Crop and Compress

The Selection Pane
 Show / Hide Objects
 Re-order / Rename

Slides
 Using the Grids & Guides
 Edit Slide Master
 Reuse Slides / Using Speaker Notes

Required Previous Knowledge
 PowerPoint Course 1 Topics

PowerPoint Course 3: Presenting Slides

*Thu Aug 10 (9am to 12:30pm)
 Wed Nov 29 (9am to 12:30pm)*

This course looks at the presentation of your slides, from transitions, animations and zoom slides to tips on ways to design your slides that effectively communicate your ideas and information.

Good Slide Deck Design
 Content & Focus (top 5 tips)
 Slide Show Presenter View
 Using Live PowerPoint in Teams

Zoom Slides
 Zoom to a Slide
 Create Sections
 Section Zoom
 Summary Zoom

Transitions
 Add Transitions
 Set Options
 The Morph Transition

Animations
 Add Animations
 The Animations Pane
 Effect Options
 Animate Charts
 Basic Motion Paths

Required Previous Knowledge
 PowerPoint Course 1 Topics and most PowerPoint Course 2 Topics

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Word Course 1: Getting Started 

Tue Jun 13 - 9am to 12:30pm
Fri Sep 8 (9am to 12:30pm)
Thu Dec 14 (1:30pm to 5pm)

Start from the beginning and learn the basics in Word. This course is for you if you're new to Word, would like a refresher of the basics, or want to improve your knowledge and become more confident using it.

- Overview**
- Editing Text
 - Selecting Text
 - Undo & Redo
 - Zooming
 - Save, Open, Close, & Create Documents
 - Printing
- Document Formatting**
- Bullet & Numbered Lists
 - Fonts & Attributes (fonts, sizes, bold, colour)
 - Paragraph Options (left, center, right, indent)
 - Paragraph Marks & Other Symbols
 - Cut, Copy & Paste
 - Setting Margins & Orientation
 - Setting Tabs
 - Adding Page Breaks

Word Course 2: Formatting

Thu Jul 20 (1:30pm to 5pm)
Wed Nov 15 (9am to 12:30pm)

Nearly everyone uses Word today, but most people struggle with document layout and formatting in Word. If you feel like you're "fighting" with Word to get the job done, you'll love this course.

- Section Breaks**
- Understanding Section Breaks
 - Section Break Types
 - Add, Change and Remove
 - Protect Sections
- Headers & Footers**
- Inserting Headers & Footers
 - Pre-sets and Fields
 - Odd, Even, First Page
 - Changing Page Numbering
- Tables**
- Inserting Tables
 - Summary of Features
- Styles**
- Applying Styles to Text
 - The "Normal" Style
 - Modifying Styles
 - Creating Custom Styles

Required Previous Knowledge
Word Course 1 Topics


Word Course 3: Features

Wed Aug 2 (9am to 12:30pm)
Tue Dec 19 (9am to 12:30pm)

It's time to take advantage of some of Word's incredibly useful features. We look at features to save time (such as Quick Parts) and features widely needed today (such as Tracking Changes).

- Quick Parts**
- Create/Insert Building Blocks
 - Using the Organizer
- Bookmarks**
- Why Bookmarks are Useful
 - Insert, Jump to, Display & Delete
- Tracking Changes**
- Track Changes in a Document
 - Accepting or Rejecting Changes
 - Change the Display of Revisions
 - Track Changes Options
- Templates**
- Creating & Using Templates
 - File Location for Templates
 - Protecting Template Sections
- Forms**
- Designing a Form
 - Plain Text and Rich Text Fields
 - Combo Boxes and Check Boxes
 - Protecting & Grouping
 - Using the Form

Required Previous Knowledge
Word Course 1 Topics

Outlook Course 1: Getting Started 

Thu Aug 3 (9am to 12:30pm)
Fri Nov 3 (1:30pm to 5pm)

Start from the beginning and learn the basics in Outlook. This course is for you if you're new to Outlook, would like a refresher of the basics, or want to improve your knowledge and become more confident using it.

- Overview**
- Outlook Components
 - Navigating
 - What are People, Tasks & Notes
 - Using Search
- Email**
- Creating and Formatting Messages
 - Send, Reply and Forward Emails
 - Add Attachments
 - Setup/Modify Email Signatures
 - Create Folders/Move Messages
 - Drafts, Sent Items, Outbox, Deleted Items, Junk
- Calendar**
- Calendar Views
 - Add Appointment
 - Add Meetings & Teams Meetings
 - The Scheduling Assistant
 - Sharing Calendars

Outlook Course 2: Time-Savers

Mon Jun 12 (9am to 12:30pm)
Tue Sep 5 (1:30pm to 5pm)
Mon Dec 18 (9am to 12:30pm)

Nearly everyone uses Outlook, but few people go beyond the basic use of its features. It's time to learn just how much more efficient you can become in Outlook by learning some tips & shortcuts.

- Useful Features**
- Colour Categories
 - Quick Parts
 - AutoCorrect
 - Email Templates
 - Flags
 - Rules
 - Quick Steps
 - Conditional Formatting
- Quick Tips**
- Using Dictate
 - Email Polls
 - @Mentions
 - The View tab
 - Post to Folder
 - Multiple Windows
 - Drag and Drop
 - Quick Calendar Tips

Required Previous Knowledge
Outlook Course 1 Topics

2023 Public Course Schedule

- Courses are virtual - live and fully interactive over Zoom and open to anyone
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Microsoft 365 Online Apps

Tue Jul 25 (1:30pm to 5pm)
 Fri Nov 3 (9am to 12:30pm)

This course includes a basic overview of the Microsoft365.com portal, an overview of some of the widely used Apps and how the Online versions differ from the Desktop versions

- Overview**
- Logging In
 - Working in Home Screen
 - Loading Apps or Opening Files
 - Working with Browser Tabs
 - What Apps do I have (Licenses)

- Excel, PowerPoint, Word & Outlook Online**
- When to use Desktop vs. Online App
 - Online vs Desktop versions

- A Quick Look At Using**
- OneDrive / Forms / Planner
 - OneNote / To Do / Whiteboard

- What are these Apps?**
- PowerApps & Power Automate
 - Lists, Bookings & Kaizala
 - Power BI
 - Yammer
 - Sway & Stream
 - SharePoint & Teams
 - Visio / Viva Insights & Add-ins

Separate courses are available in OneDrive, Teams, SharePoint, Forms and Planner.

Teamwork Using the Planner App

Fri Sep 29 (9am to 12:30pm)
 Mon Dec 4 (9am to 12:30pm)

Start using Planner for a simple, visual way to organize teamwork. You will learn to create Kanban boards using content-rich task cards with files, checklists, labels, and more. Collaborate in Planner and Microsoft Teams and check visual status charts.

- Overview**
- What is Planner?
 - Working with Plans
 - Microsoft Groups
 - Open / Create a Plan
 - Plan Settings

- Tasks**
- Creating Buckets
 - Creating & Assigning Tasks
 - Task Settings
 - Moving, Completing, Deleting Tasks

- Views**
- Tasks Assigned to Me
 - My Tasks in To Do App
 - Group By & Filter
 - Chart & Schedule Views
 - Open Plan in Teams

Building Forms with Microsoft Forms

Wed Jul 12 (9am to 12:30pm)
 Tue Nov 14 (9am to 12:30pm)

Learn to create, share and send out surveys, quizzes, and polls with Microsoft Forms. Some possible uses include: to collect customer feedback, measure employee satisfaction, or organize company events.

- Overview**
- What is the Forms App?
 - Create, Edit, Delete Forms
 - Create Collections
 - Use Quick Import
 - Status Alerts & Remind

- Survey & Quiz**
- Add, Edit & Delete Questions
 - Choice, Text & Date
 - Rating, Ranking & Likert
 - Upload File & Net Promoter Score
 - Add Sections
 - Preview & Test

- Open, Share Forms**
- Collect Responses
 - Collaborate or Duplicate
 - Form Settings & Themes
 - Response Data

- Forms in Other Apps**
- Add Polls in Teams
 - Add Polls in Outlook

SharePoint Online Course 1: Overview Part 1

Wed Jun 14 (1:30pm to 5pm)
 Wed Aug 16 (9am to 12:30pm)
 Mon Oct 2 (1:30pm to 5pm)
 Tue Dec 12 (9am to 12:30pm)

Get started today in Microsoft's collaboration platform. This course looks at the SharePoint Start Page and provides an overview of working in a Team site and the integration with Teams, Outlook and OneDrive.

- Overview**
- What is SharePoint?
 - Site Types / Permissions
 - Integration with Teams, OneDrive & Outlook
 - OneDrive or SharePoint ?

- The SharePoint Start Page**
- Finding Sites and Content
 - Navigation Pane
 - News & Site Display

- Get Started in a Team Site**
- Site Navigation, View/Add News
 - Access to Teams, Conversations
 - The OneNote Notebook
 - What are Lists?
 - Create, Upload, Download Documents
 - Editing / Live Co-Authoring
 - File Checkout

We highly recommend you take SharePoint Course 2 after taking this course.

SharePoint Online Course 2: Overview Part 2

Mon Jun 26 (1:30pm to 5pm)
 Wed Aug 30 (9am to 12:30pm)
 Tue Oct 24 (1:30pm to 5pm)
 Fri Dec 15 (9am to 12:30pm)

The focus in this course is working in document Libraries. We look at what you can do with files and folders, how to modify the screen, and ways to find documents and know when changes are made. We also look at working in Lists (adding, editing and deleting information).

- Libraries**
- Create Folders / Special Folders
 - Adding Alerts
 - Using Search
 - Deleting Documents / Recycle Bin
 - Working with Versioning
 - Modify Library Appearance
 - Move Columns / Add Columns / Views
 - Group By Columns / Sort & Apply Filters
 - Share Documents
 - Create a Library

- Lists**
- Add/Edit/Delete List Data
 - Add Excel Data to List
 - Create a List
 - Create a List from Excel

Required Previous Knowledge
 SharePoint Course 1 Topics

2023 Public Course Schedule







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 Use OneDrive Online File Management	 Microsoft Teams Course 1: Teams & Chat	 Microsoft Teams Course 2: Meetings & Calls	 Microsoft Teams Course 3: Advanced Meetings	 Build Reports with Power BI 
<p><i>Tue Aug 8 (1:30pm to 5pm) Wed Nov 29 (1:30pm to 5pm)</i></p> <p>Many people use OneDrive today to store their files, but most are unaware of the features OneDrive offers. This course takes an in-depth look at those features, starting with the basics.</p> <p>Overview What are OneDrive & SharePoint? Office.com Home Page</p> <p>The OneDrive App My Files / Recent / Shared / Recycle Bin Creating Folders Creating Documents Opening Files (Online or Desktop Apps) Upload Files / Rename Files Copy / Move Files Delete Files / Using the Recycle Bin Download / Preview Files Show Details / Using Search Access Shared Libraries / Add Shortcuts Working with Version History Sharing Files / File Requests / Co-Author</p> <p>Word, Excel, PowerPoint Online/Desktop Rename Files / Open Files AutoSave / Version History / Sharing</p> <p>The Sync Client Using File Explorer Working Offline</p>	<p><i>Wed Sep 27 (9am to 12:30pm)</i></p> <p>Microsoft Teams is much more than just meetings. This course looks at how to work in a teams and channels, how to use chat, change your status, use the activity feed and set general settings.</p> <p>Overview What is Teams? Signing In</p> <p>Teams Creating a Team Adding & Saving Posts Using @mentions Stream, Praise, Approvals & Forms Working with Files Creating Channels Hiding, Pinning, Moving Teams Team Settings, Moderators & Tags Adding Tabs</p> <p>Chat Sending messages Attaching Files Group Chats Search & Filter Hide, Mute & Pin</p> <p>General Adding Your Own Apps Changing Your Settings Setting Your Status The Activity Feed</p>	<p><i>Thu Oct 26 (1:30pm to 5pm)</i></p> <p>Now more than ever before, understanding how participate in and run a Teams meeting is essential. This course looks at scheduling and joining meetings and making calls.</p> <p>Calls Adding Speed Dials Contact Groups Making Calls Setting Your Status</p> <p>Scheduling Meetings Private vs Channel Meetings The Calendar Schedule a Meeting in Teams or Outlook Setting Meeting Options Using Meet Now Joining Meetings</p> <p>Meetings Your Audio/Video Settings Ways to View Others Show Participants Using Chat / Using Reactions Meeting Options / Meeting Notes Recording, Captions & Transcriptions</p> <p>Post-Meeting Recordings & Transcriptions Attendance Reports Chat & Meeting Notes Calendar Event</p>	<p><i>Tue Nov 7 (9am to 12:30pm)</i></p> <p>This course continues where Course 2 left off. Here we look at sharing your screen during a meeting, setting up breakout rooms, polls and Q&A, as well as the different meeting roles.</p> <p>Screen Sharing Sharing Your Screen Entire Screen / Region Sharing Sound and Video Whiteboard PowerPoint Presentations Remote Control</p> <p>Breakout Rooms Setting Up in Advance Opening Rooms Broadcast and Join a Room Designate Others to Manage Rooms</p> <p>Polls / Q&A Setting Up Polls Launching Up Polls Poll Results Setting Up Q&A Moderating Q&A</p> <p>Meeting Roles Attendees vs Presenters Changing Roles</p> <p>Required Previous Knowledge Teams Course 2 Topics</p>	<p><i>Tue Dec 12 (1:30pm to 5pm)</i></p> <p>In this course you will learn how to use Power BI Desktop to create interactive reports from Excel or other data and then publish or share them with your colleagues so they can view and interact with them.</p> <p>Overview How to Install Power BI Desktop Getting Data Transform Data in Power Query Relationships Refresh</p> <p>Setup Reports Add Fields / Visualizations Move, Size, Filter Change Formats & Settings Add Quick Measures</p> <p>Deliver Reports Save a Report Publish a Report Share a Report Add a Teams Tab with a Report Embed Live Data in PowerPoint</p> <p>Required Previous Knowledge You will need knowledge of the Power Query editor prior to this course (Excel Course 6B). Knowledge of Power Pivot DAX is also helpful (Excel Course 6C), but not required.</p>

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 Acrobat Pro DC Course 1: Get Started	 Acrobat Pro DC Course 2: Forms	 Microsoft Project New Course 1: Building a Plan	 Microsoft Project New Course 2: Resources & Tracking	 Windows Tips & Shortcuts
<p><i>Tue Oct 24 (9am to 12:30pm)</i></p>	<p><i>Thu Nov 30 (9am to 12:30pm)</i></p>	<p>This is a FULL DAY course Course fee is \$ 300</p>	<p>This is a FULL DAY course Course fee is \$ 300</p>	<p><i>Mon Oct 30 (1:30pm to 5pm)</i></p>
<p><i>We all open PDF files, but few people know how to use the basic tools available in Acrobat. This course looks at creating PDFs (including settings options), then how to edit PDF files and organize the pages in a PDF.</i></p>	<p><i>Once you're familiar with the basics, you're ready to learn how to create fillable forms in a PDF. We cover how to build a form using the various tools, how to test it, modify it, send it to people, and a simple way to collect the responses you receive.</i></p>	<p><i>This course introduces Microsoft Project. You will learn basic setup of a project plan (enter tasks, setup working hours and non-working days and format your plan).</i></p>	<p><i>Once you're familiar with the basics, you will want to learn how to add resources and costs and then monitor the project's progress against the original plan.</i></p>	<p><i>Learn how to efficiently manage your computer and files with these tips and shortcuts.</i></p>
<p>Overview Acrobat DC/DC Pro vs Reader Navigating the Acrobat Screen Open, Save, Print, Close Zoom & Page Display</p>	<p>Creating Forms Using the Form Tool Auto Detect Fields On/Off Adding Text or Fields</p>	<p>Plan Setup Initial Settings Modifying the Calendar Understanding Views & Tables</p>	<p>Resources Adding Resources Assigning Resources to Tasks Resource over Allocation Leveling & Task Priority Adding Material & Cost Resources Resource Views & Tables</p>	<p>Better Organization Using Windows Snap Task View Shortcut Keys Clipboard History and Pinning Customize the Taskbar Finding Things Quickly Stick Notes Settings and Control Panel Virtual Desktops Sandbox Quick Assist</p>
<p>Creating PDFs Create from Microsoft products Create from any program</p>	<p>Fields & Properties Text / Check Box / Radio Buttons List Boxes / Dropdown Lists / Buttons Images / Dates / Signatures Basic Formulas</p>	<p>Working with Tasks Entering Tasks, Durations, Dates Task Mode / Constraints / Critical Path Linking Tasks / Link Types / Lag & Lead Notes / Summary Tasks</p>	<p>Tracking Setting a Baseline Updating Tasks with Actual Results Compare Plan to Actual & Adjust Plan Results as of a Status Date The Tracking Gantt Gantt Tables</p>	<p>Efficiently Using File Explorer Ways to Select Files/Folders Create Folders Copy & Move Files/Folders Open Multiple Instances Quick Access View Options</p>
<p>Search & Navigate Find Text in Document Using the Page Thumbnails Using Bookmarks</p>	<p>Formatting Alignment, Spacing & Size Matching Create Multiple Copies Moving & Sizing Tab Order</p>	<p>Gantt Chart View Adding, Moving & Hiding Columns Filtering, Highlighting & Grouping Formatting Columns & Gantt Chart Changing the Chart Timescale</p>	<p>Reports Running Built-in Reports Modifying Reports</p>	
<p>Edit PDFs Editing , Adding & Formatting Text Adding Links & Bookmarks</p>	<p>Use & Modify a Form Test Form & Clear Filling in a Form Replacing Form PDF with Updated PDF Collect Responses</p>	<p>The Timeline Add/Remove Tasks Adjust Gantt Chart View Add Timeline Bars</p>	<p>Required Previous Knowledge Project Course 1 Topics</p>	
<p>Organizing Organize Tool vs Page Thumbnails Re-order, Rotate, Insert & Delete Pages Extracting & Replacing Pages</p>	<p>Required Previous Knowledge Acrobat Course 1 Topics</p>	<p>Required Previous Knowledge Knowledge of basic Excel helpful, but not required.</p>		
<p>Basic Signatures Fill & Sign / Using a Digital ID</p>				