

# Evolve 365

Microsoft Learning and Adoption Services



# Webinar & Training Course Catalog

**Updated: April 2026**



# Training Types

Learning comes in many formats and how users best consume information can vary from person to person and company to company. Because of this, Evolve 365 and Train 365 incorporate several different types of training into their subscriptions. This allows you to select the type of training that works best for you and your users – tailored and customized for you!



A Planet Technologies Service

- ✓ **Webinars**
- ✓ **Classroom Training**
- ✓ **Ask Me Anything Sessions**
- ✓ **Open Office Hours**
- ✓ **White Glove Training Sessions**
- ✓ **Executive, VIP Training Sessions**
- ✓ **Train-the-Trainer Sessions**
- ✓ **Feature Consultation Sessions**
- ✓ **IT Support Staff Training**
- ✓ **App-in-a-Day Workshops**
- ✓ **Full Day Training Workshops**

# Webinars & Classroom Training

What option is best for your users?



45 – 60 Minute Sessions for large audiences.  
Demos, examples and general Q&A.



Once or twice a month throughout your  
Evolve 365 Subscription.



Minimal Customizations



Any Duration and Audience Size. Content  
Customized to the specific audience.



Custom schedule based on selected  
courses, dates and session types.



Customizations Included



# Webinars & Virtual Classroom Training



Title	Description	Audience	Application
<b>AI: 01 AI Fundamentals for Everyone &amp; Responsible Use</b>	<p>AI technology is quickly becoming a part of our lives, including our workforces and roles. For anyone new to the incredible potentials AI offers, it's critical to demystify the hype and establish a solid baseline of understanding regarding terminology, how it works, and why it matters.</p> <p>In this webcast, we'll provide a beginner-friendly introduction to AI, including examples, its ethical uses, avoiding bias, and real-world relevance.</p>	Fundamental	AI/LLM
<b>AI: 02 Getting Started with AI Tools</b>	<p>Cutting-edge AI tools like Microsoft Copilot and ChatGPT are revolutionizing the ways we perform our jobs and conduct business across all sectors, public and private. AI technologies elevate our tasks and maximize our relationships with data like never before.</p> <p>In this webcast, we'll explore integrating these tools into everyday workflows as we prompt like a pro, enhance productivity, and ensure responsible AI use. Boost your AI confidence and discover the ways AI tools are becoming our new, ever ready AI assistants.</p>	Fundamental	AI/LLM
<b>AI: 03 AI in Everyday Workflows</b>	<p>While AI technology is conceptually amazing, as we approach AI in a professional setting, we're considering its real-world impacts on our roles, groups, and projects. How can we use AI practically to save time, ensure accuracy, and improve our colleague interactions?</p> <p>In this webcast, we'll explore how AI can support daily tasks like writing, summarizing, scheduling, and decision-making. This session includes practical demos and real-world use cases to help us integrate AI tools into our daily work for increased efficiency.</p>	Fundamental	AI/LLM
<b>AI: 04 AI and Data Privacy Basics</b>	<p>For each of us, regardless of our roles, projects, and organizations, data is at the center of our objectives and goals. While AI technologies present some incredible potentials, maintaining data protections and privacy must remain paramount.</p> <p>In this webcast, we'll cover essential topics such as data processing, storage, and the distinction between public and private data in AI contexts. Learn best practices for using AI tools securely and responsibly to protect proprietary and sensitive information.</p>	Fundamental	AI/LLM



# Webinars & Virtual Classroom Training



<b>AI: 05 AI in Government and Public Services</b>	<p>AI is making its way beyond technology and research organizations and finding an increasing relevance as a part of our public institutions and their operations.</p> <p>In this webcast, we'll highlight how AI is transforming services in government, healthcare, legal, and cybersecurity. We'll showcase real-world use cases, demonstrating the impact of AI on public sector efficiency and effectiveness. Learn about the ethical considerations and best practices for implementing AI in government contexts.</p>	Fundamental	AI/LLM
<b>AI: 06 AI Use Case Discovery for Teams</b>	<p>Discovering and exploring AI is just the first step towards AI competency. AI technology provides us with increasingly more powerful ways to include its capabilities beyond those of simple tasks or our individual roles.</p> <p>In this interactive webcast, we'll identify how and where AI can add value in our teams and departments. This session includes guided exercises and templates for envisioning AI applications, making it easier to brainstorm and prioritize high-impact projects. Learn a simple four-step process to discover and evaluate AI use cases tailored to any team's needs.</p>	Intermediate	AI/LLM
<b>AI: 07 AI Prompting for Better Results</b>	<p>Our engagement with AI is unlike any technologies with which we've worked previously. The magic begins as we approach AI with a "prompt", the input given to an AI system to guide its response or behavior.</p> <p>In this webcast, we'll dive into prompting techniques to get more accurate, useful, and compliant outputs from AI tools. This session will cover methods like the "persona" and "chain of thought" techniques, ensuring we can guide AI effectively. Learn how to specify tone, audience, and format for precise outputs, and see live demos that illustrate these concepts in action.</p>	Intermediate	AI/LLM



# Webinars & Virtual Classroom Training



<b>AI: 08 AI Security Awareness</b>	<p>Computing and online systems provide the basis for our modern workplace tools but are subject to security concerns and challenges like any other corporate or government resource. And like these other systems, our use of AI happens best as we maintain safety and security awareness.</p> <p>In this webcast, we'll cover the risks associated with AI, including misinformation, deepfakes, and cyber threats. This session explores how to recognize and report AI misuse, ensuring we stay vigilant in an AI-driven world. Learn practical tips for identifying fake content and understanding the role of AI in cyberattacks.</p>	Intermediate	AI/LLM
<b>AI: 09 AI and the Global Landscape</b>	<p>The scope and reach of AI are extending well beyond domestic borders. Like so many technologies in our internet age, the opportunities and implications of AI are active throughout the global stage.</p> <p>In this webcast, we'll explore the international dimensions of AI and how the U.S. is leading in AI diplomacy, exports, and global governance. This session will provide insights into the global AI race, comparing different regulatory approaches and highlighting the U.S.'s role in shaping global AI norms and standards. Learn about key initiatives in AI diplomacy and the challenges of creating a unified global framework for AI.</p>	Intermediate	AI/LLM
<b>AI: 10 Understanding AI Hallucinations</b>	<p>AI systems are proliferating and undergoing an exciting transformation, and like any burgeoning technologies, facing the challenges of potential issues and unexpected results.</p> <p>In this webcast, we'll consider the output we receive from AI and what's referred to as "hallucinations", instances where an AI model generates responses, such as text, images, or data, that are factually incorrect, misleading, or entirely fabricated, despite appearing plausible. Learn how to recognize, avoid, and correct these outputs in everyday AI use.</p>	Intermediate	AI/LLM
<b>AI: AI for Education</b>	<p>Explore the intersection of artificial intelligence and education. This webinar will provide insights into how AI can be leveraged in educational settings, offering new possibilities for personalized learning, analytics, and educational technology.</p>	All Levels	Microsoft 365; Windows 11; AI/LLM



# Webinars & Virtual Classroom Training



<b>Ask Me Anything (AMA)</b>	<p>No question too big. No question too small. Bring all of your Microsoft 365 application questions to this one-hour session.</p> <p>In this interactive webcast, we'll seek questions, scenarios, and inquiries from attendees regarding their Microsoft 365 app experiences, and as a group, answer and discuss the features and situations. Please join us and be ready to ask anything!</p>	All Levels	Microsoft 365
<b>Bookings: Smarter Scheduling with Bookings</b>	<p>Are you losing time to back-and-forth emails just to book a simple meeting? In this session, we'll walk through Microsoft Bookings step by step—from your first booking page to managing staff, services, and reminders. You'll see how Bookings integrates with Outlook and Teams, reduces no-shows, and gives both you and your customers a clear, simple way to schedule time.</p> <p>Whether you're brand new to Bookings or looking to refine your setup, you'll leave with practical examples and ready-to-use scheduling scenarios.</p>	Fundamental	Bookings
<b>Clipchamp: 01 Streamlined Storytelling - Intro to Stream &amp; Clipchamp</b>	<p>Microsoft has merged its two powerful video apps – Stream and Clipchamp – to create a fresh, dynamic video experience suited for professional environments. Enhance your team's information sharing and foster engagement across departments. Integrated with Microsoft 365. Clipchamp provides robust support for dynamic content creation, efficient distribution, and improved organizational communication.</p> <p>This session will introduce Clipchamp and highlight practical applications tailored to various teams. Discover how video creation and editing tools can streamline storytelling, facilitating clear idea exchange and effective collaboration.</p>	Fundamental	Clipchamp; Stream
<b>Clipchamp: 02 Producer Mode - Creating &amp; Editing with Clipchamp</b>	<p>Microsoft Clipchamp's Producer Mode delivers a powerful, professional-grade video editing experience within Microsoft 365. Designed for creators across all skill levels, it combines intuitive drag-and-drop simplicity with advanced controls for layering, motion, and audio precision. Enhance your team's storytelling, elevate branding, and produce polished videos that engage audiences across departments.</p> <p>This session will introduce Producer Mode and demonstrate how its creative tools, from transitions and overlays to branding and export options; streamline video production, empower collaboration, and make professional editing accessible to everyone.</p>	Fundamental	Clipchamp



# Webinars & Virtual Classroom Training



<p><b>Clipchamp: 03 Curator Mode - Organizing &amp; Sharing with Stream</b></p>	<p>In this session, we'll walk through practical tips for:</p> <ul style="list-style-type: none"> <li>• Uploading and organizing video assets</li> <li>• Creating engaging playlists and channels for different teams</li> <li>• Embedding curated content in SharePoint, Teams, and Viva Learning</li> <li>• Building structured video libraries that support learning and collaboration</li> </ul> <p>In this webcast, we will equip you with the tools and confidence to transform your video content into a powerful learning and engagement.</p>	<p>Intermediate</p>	<p>Stream; SharePoint; Teams</p>
<p><b>Clipchamp: App Overview</b></p>	<p>Clipchamp is an innovative M365 video editing tool. Learn how to create stunning videos in minutes, collaborate with your team, and manage your video assets with ease.</p> <p>This webcast will guide you through the process of creating professional videos using Clipchamp's user-friendly interface and rich features. Discover how Clipchamp can enhance your communication and productivity in the workspace.</p>	<p>Fundamental</p>	<p>Clipchamp</p>
<p><b>Clipchamp: From Stream to Clipchamp (Overview)</b></p>	<p>Clipchamp is the new face of Stream and makes it easy for people in your organization to upload, view, create, and share videos securely. With Clipchamp, you can break your recordings into chapters, add comments to videos, and refer to specific points for discussion with colleagues.</p>	<p>Fundamental</p>	<p>Stream</p>
<p><b>Copilot Agents: Facilitator in Microsoft Teams</b></p>	<p>Microsoft Teams Facilitator is a powerful way to keep meetings organized, focused, and productive. Facilitator acts as a shared meeting assistant that helps guide discussions by surfacing agendas, tracking time, and capturing important information in real time. It can generate collaborative AI-powered notes, summarize key decisions, highlight open questions, and help participants stay aligned as the meeting progresses. With features like agenda timers, visual topic markers, and @mention capabilities for adding tasks or drafting documents, Facilitator makes it easy to manage content and maintain structure throughout the meeting.</p> <p>In this webcast, we will explore the Facilitator experience before, during, and after Teams meetings and how this tool can make you and your team's meeting more efficient in the future.</p>	<p>Intermediate</p>	<p>Copilot</p>



# Webinars & Virtual Classroom Training



<b>Copilot Agents: Understanding Copilot Agents</b>	<p>Copilot Agents are customizable AI assistants that can be integrated into various Microsoft 365 applications. Learn how agents can be customized to do specific tasks and workflows, providing a more personalized AI experience.</p> <p>This webcast will provide an overview of Copilot Agents' features and functionalities, elevating your understanding of what can be accomplished with agents.</p>	Intermediate	Copilot
<b>Copilot Personas: Copilot for PMs</b>	<p>Are you a project manager looking for smarter ways to manage your daily workload? Documents, updates, and constant communication can quickly become overwhelming—and it's not always clear how to simplify your work without adding more complexity.</p> <p>Join us for a live training session exploring how Microsoft Copilot can support project managers across the project lifecycle. We'll look at practical ways Copilot can streamline documentation, improve communication, and reduce administrative effort in Word, Excel, PowerPoint, Outlook, and Teams—helping you stay focused on leadership, decision-making, and stakeholder alignment.</p>	Intermediate	Copilot; Word; Excel; PowerPoint; Teams
<b>Copilot: Accessibility Features of Microsoft Copilot</b>	<p>Whether you're navigating with a keyboard, using a screen reader, or supporting diverse learners, Copilot is built to help you work smarter across Word, Excel, PowerPoint, Outlook, and Teams. From drafting documents and analyzing data to summarizing meetings and coaching email tone, Copilot makes it easier to stay productive and inclusive.</p> <p>In this webcast, we'll explore how Copilot supports accessible workflows across Microsoft 365. You'll learn how to activate Copilot using keyboard shortcuts, generate content with screen reader compatibility, and apply best practices for inclusive collaboration. Join us to discover how Copilot can help you and your team achieve more.</p>	Fundamental	Copilot; Word; Excel; PowerPoint; Teams; Outlook



# Webinars & Virtual Classroom Training



<b>Copilot: AI for Collaboration (Outlook and Teams)</b>	<p>Unlock the full power of collaboration with Copilot in Outlook and Teams! Discover how Copilot streamlines email and meeting workflows - saving time, clarifying communication, and boosting productivity.</p> <p>In this webcast, we'll highlight Copilot's key benefits: automatic summaries, quick reply drafting, action item extraction, and real-time meeting recaps. Join us to see how these features can transform your daily work and help your team stay connected and efficient.</p>	Intermediate	Copilot; Outlook; Teams
<b>Copilot: AI for Productivity (Word, Excel, PowerPoint)</b>	<p>Drowning in documents, spreadsheets, and slides? Copilot can help you get your time back.</p> <p>In this webcast, we'll explore how Microsoft Copilot in Word, Excel, PowerPoint, and beyond can help you write faster, analyze smarter, and present with confidence — all while simplifying your workflow and boosting productivity.</p> <p>Don't miss this essential guide to using Copilot across your favorite Microsoft apps.</p>	Intermediate	Copilot; Word; PowerPoint; Excel
<b>Copilot: Content Creation (Basic)</b>	<p>Copilot is your AI-powered partner for creating impactful communications and content. Generate emails, documents, presentations, and more – faster and smarter. Just describe what you need, and copilot helps you draft, refine, and personalize your content with ease!</p> <p>In this session we review practical use cases for creating content in all your favorite apps including Outlook, Teams, Word, and PowerPoint.</p>	Fundamental	Copilot; Word; Outlook; Teams; PowerPoint
<b>Copilot: Copilot Chat for All (Basic)</b>	<p>Limited Copilot features are available to all users! This training session offers a comprehensive overview of Copilot, emphasizing its key features and capabilities. Participants will learn how to utilize Copilot to enhance productivity, streamline tasks, and access valuable insights.</p> <p>The session includes an exploration of the user interface, basic functionalities, and practical applications, ensuring that attendees can effectively integrate Copilot into their daily workflows. Whether you are new to Copilot or seeking to optimize its use, this training will provide you with the knowledge and skills necessary to fully exploit the potential of this powerful tool.</p>	All Levels	Copilot



# Webinars & Virtual Classroom Training



<b>Copilot: Copilot for M365 Overview</b>	<p>Copilot for M365 is an innovative AI tool that enhances the functionality of Microsoft 365 applications. Learn how Copilot can assist with optimizing your workflows, improving communication, and driving better business outcomes.</p> <p>This webcast will cover the key features of Copilot, showing how it integrates with tools like Word, Excel, PowerPoint, Outlook, and Teams. Discover how Copilot for M365 can transform your work experience by providing real-time assistance and insights, making your daily tasks easier and more efficient.</p>	Fundamental	Copilot
<b>Copilot: Copilot in Microsoft Teams</b>	<p>Microsoft Teams is our complete modern collaboration platform. Teams equips us for meetings, chat, files and more. And with the integration of Microsoft Copilot, we're empowered in exciting new ways</p> <p>In this webcast, we'll explore how Microsoft Copilot integrates with Microsoft Teams to facilitate better collaboration and communication. Learn how to use Copilot for scheduling meetings, managing team tasks, and enhancing real-time collaboration during team discussions.</p>	Intermediate	Copilot; Teams
<b>Copilot: Elevating OneDrive and SharePoint</b>	<p>Get ready to elevate your productivity with Copilot for M365 OneDrive and SharePoint! These powerful tools are designed to simplify your work life and add a modern touch to your file management and collaboration. With Copilot, you can effortlessly summarize, compare, and ask questions about your documents making your workflows more efficient and your teamwork more seamless.</p> <p>In this webcast, we will dive into Copilot for M365 OneDrive and SharePoint, showcasing their capabilities and functions. You'll discover new ways to work with your files, get quick answers for your team, and enhance your productivity. Join us to explore how Copilot can transform your OneDrive and SharePoint experience and help you achieve more with less effort.</p>	Intermediate	Copilot
<b>Copilot: Interactive Prompt-a-Thon</b>	<p>Join us for a collaborative Prompt-a-Thon, where creativity meets innovation! This interactive session is designed to help you tackle real-world challenges and enhance your AI prompt-building skills. Through guided activities and group discussions, you'll have the opportunity to generate impactful prompts, share insights with industry peers, and discover new ways to leverage AI in your daily tasks. Don't miss this chance to ignite your creativity and take your prompt-building expertise to the next level!</p>	Intermediate	Copilot



# Webinars & Virtual Classroom Training



<b>Copilot: M365 Apps - Loop, Forms, and Pages</b>	<p>Get ready to supercharge your productivity with Copilot for M365 Apps – Loop, Forms, and Pages! These dynamic tools are here to make your work life easier and with a more creative and modern twist. You can quickly configure these apps to streamline workflows, gather insights, and create amazing content.</p> <p>In this webcast, we will explore Copilot for M365 Apps with examples from Loop, Forms, and Pages. Discovering new ways to create, collaborate and enhance productivity for you and your teams.</p>	Intermediate	Copilot; Forms; Loop; Whiteboard
<b>Copilot: M365 Apps - Pages, OneNote, and Stream</b>	<p>Microsoft Copilot for M365 is revolutionizing office productivity. The M365 apps and services we use everyday have newfound capabilities thanks to integration of Copilot AI, enabling users to communicate and collaborate with increased efficiency and greater control.</p> <p>In this webcast, we'll highlight Pages, OneNote, and Stream while exploring their Copilot-integrated features. We'll consider what each can do, and the exciting ways Copilot takes our experience with each to the next level!</p>	Intermediate	Copilot; OneNote; Stream
<b>Copilot: M365 Copilot Chat</b>	<p>M365 Copilot Chat is a powerful tool designed to enhance your communication and collaboration within the Microsoft 365 ecosystem. Copilot Chat combines AI with your work data and apps to help you incorporate your work content, such as chats, email, and files. Discover how you can integrate M365 Copilot Chat into your workflow from the Microsoft 365 app, Microsoft Teams, and Outlook.</p> <p>This webcast will provide a comprehensive overview of Copilot's features and functionalities, guiding you through the process of integrating it into your daily operations.</p>	All Levels	Copilot
<b>Copilot: Mastering Prompt Engineering</b>	<p>Ready to take your AI skills to the next level?</p> <p>Join our upcoming session and learn how to craft precise prompts that guide AI responses with accuracy and relevance. Through your real-world examples, we'll tailor prompts together and gain the pivotal practice needed to harness AI's full potential in your work. Don't miss this opportunity to enhance your AI interactions and boost your professional capabilities.</p>	Fundamental	Copilot



# Webinars & Virtual Classroom Training



<b>Copilot: Microsoft Copilot for Microsoft Teams</b>	Explore how Microsoft Copilot integrates with Microsoft Teams to facilitate better collaboration and communication. Learn how to use Copilot for scheduling meetings, managing team tasks, and enhancing real-time collaboration during team discussions.	Intermediate	Copilot; Teams
<b>Copilot: Microsoft Copilot for Outlook</b>	Discover how Microsoft Copilot can streamline your email management and communication in Outlook. Topics include summarizing emails, drafting difficult emails with Copilot, and leveraging AI to improve your Outlook experience.	Intermediate	Copilot; Outlook
<b>Copilot: Multi-App Workflows</b>	<p>When your work spans multiple Microsoft 365 apps, task switching can slow you down. Discover how to improve end-to-end workflows using Microsoft Copilot across Word, Outlook, PowerPoint, Excel, and Teams. Instead of treating each app as a separate destination, participants will learn how Copilot can carry context, summarize content, and accelerate work across multiple tools without starting from scratch.</p> <p>In this session we will master techniques to successfully apply Copilot to complex, real-world workflows across multiple apps.</p>	Advanced	Copilot
<b>Copilot: Real-World Use-Cases and Solutions</b>	Microsoft 365 Copilot is your intelligent assistant designed to enhance productivity and streamline your workflow. Learn how Copilot can assist you through a SharePoint redesign or branding your pitch decks in PowerPoint. This webcast will guide you through common scenarios where Copilot can be your go-to tool, showcasing its capabilities in real-time. Discover how Copilot can transform your daily tasks and boost your efficiency in the workplace.	Intermediate	Copilot
<b>Copilot: Smarter Workflows with Copilot Pages &amp; Notebooks</b>	What if your notes could collaborate with you? Join us to explore the new Copilot Notebooks features. Unlike traditional note-taking tools, Copilot Notebooks let you consolidate chats, documents, meeting summaries, and more into one intelligent space. You'll learn how to ask Copilot questions grounded in your content, generate summaries and action plans, and iterate on ideas with multi-turn reasoning. Whether you're managing a complex project or preparing a report, this session will show you how to work smarter with Copilot Notebooks.	Intermediate	Copilot
<b>Copilot: Using Microsoft Copilot in Excel</b>	Enhance your data analysis and management skills with Microsoft Copilot in Excel. This class covers automating data entry, generating insights, and creating complex formulas and charts with the help of AI.	Intermediate	Copilot; Excel



# Webinars & Virtual Classroom Training



<b>Copilot: Using Microsoft Copilot in PowerPoint</b>	Learn how Microsoft Copilot can assist you in creating engaging and professional presentations in PowerPoint. Topics include designing slides, generating content, and using AI tools to improve the visual appeal and effectiveness of your presentations.	Intermediate	Copilot; PowerPoint
<b>Copilot: Using Microsoft Copilot in Word</b>	Copilot M365 for Word is an innovative tool that revolutionizes your document creation and editing experience. Discover how to harness its advanced features to improve your workflow and elevate your productivity. This training will guide you through the process of utilizing Copilot M365 for Word's intelligent features, including navigation, content generation, rewriting documents, and more. Discover how Copilot M365 for Word can transform your document creation process.	Intermediate	Copilot; Word
<b>Copilot: What's New in Copilot</b>	Join us for a comprehensive review of the latest Microsoft Copilot enhancements released between August and October 2025. We'll explore new features designed to boost productivity, streamline collaboration, and improve user experience for organizations. This session highlights key updates, demonstrates practical use cases, and provides best practices for maximizing Copilot's value in your workflow. Whether you're an experienced user or just getting started, you'll leave with actionable insights and resources to help you and your team make the most of Copilot's evolving capabilities.	Intermediate	Copilot
<b>DevOps: Azure DevOps for Project Management</b>	Companies around the globe are experiencing a major shift to Agile, as the adaptive project management approach allows faster delivery of working software, provides more flexibility to meet the changing needs, and allows for early feedback from customers.  Azure DevOps provides technologies and processes used by development and business teams to enhance the product development process. This combination of tools gives enterprises the ability to deliver products at a high speed, creating the perfect environment for a project. Today we will be covering an application overview of Azure DevOps in relation to project management.	Intermediate	Azure DevOps



# Webinars & Virtual Classroom Training



<p><b>Edge: Microsoft Edge Browser</b></p>	<p>Microsoft Edge is a more modern browsing experience with a variety of built-in tools to provide better security, faster performance, and increased privacy. Customize how your browser looks and feels with themes and toolbar features. Use built-in learning and accessibility tools to customize your browsing experience and make it easier to find the information you need.</p> <p>In this browser overview webcast, we will discuss the settings, accessibility features, and built-in tools included with Edge Browser.</p>	<p>Fundamental</p>	<p>Edge</p>
<p><b>EDU M365: Elevating Education with Assessment Tools in M365</b></p>	<p>Elevate your educational practices with a deep dive into Microsoft 365's assessment tools. This webinar will guide you through leveraging the assessment features in Microsoft 365 for Education, providing insights into student progress, and enhancing the overall educational experience.</p> <p>In this webinar we will explore Microsoft Sway, Microsoft Forms, Microsoft Teams for Education, and OneNote Class Notebook.</p>	<p>All Levels</p>	<p>Microsoft 365; Forms; OneNote; Teams; Sway</p>
<p><b>EDU M365: Inclusive Education with Microsoft - Accessibility Features for Every Learner</b></p>	<p>Unlock the potential of inclusive education with Microsoft's accessibility features. This webinar will showcase tools and features within Microsoft's suite that cater to diverse learning needs, ensuring an inclusive educational experience for every learner.</p>	<p>All Levels</p>	<p>Microsoft 365</p>
<p><b>EDU OneNote: Improving Classroom Organization</b></p>	<p>Microsoft OneNote is a digital note-taking application that can be used in all facets of education. Dive into the world of organizational excellence with sections and pages, where each page is an infinite canvas to click and type wherever you want. Use OneNote for your own notes or create notebooks to collaborate with staff and students.</p> <p>Staff and Class Notebooks are split into sections that make sense for the modern educator: a content library, a collaboration space, and a private notebook for each user, all in one location. During this webinar, learn how to master classroom organization, streamline lesson planning, share resources, and foster a more structured and efficient learning environment for both educators and students.</p>	<p>Fundamental</p>	<p>OneNote</p>
<p><b>EDU PowerPoint and Sway: Digital Storytelling in the Classroom for Impactful Lessons</b></p>	<p>Dive into the world of digital storytelling! Join us to explore creative ways of using Sway and PowerPoint to craft impactful lessons. Learn how to engage students through compelling narratives and visually stunning presentations.</p>	<p>All Levels</p>	<p>PowerPoint; Microsoft 365; Sway</p>



# Webinars & Virtual Classroom Training



<b>EDU Teams Empowering Learning - A Deep Dive into Microsoft Teams</b>	Microsoft Teams for education makes it possible to bring everyone together for in-person and remote learning. Learn about the core features of Teams for EDU, the different types of teams, how to manage virtual, hybrid and in-person class meetings, and how to use assignments in Teams.	Fundamental	Teams
<b>Evolve 365: An End User Look at the Portal</b>	<p>Evolve 365 is a service that offers on demand self-help training with thousands of easily searchable videos and regularly updated content, so you can keep up with the evolving nature of Microsoft 365. Whether you are interested in finding a quick answer to a question or looking for self-paced courses to enroll in, Evolve 365 has you covered.</p> <p>In this webcast, we look at the Evolve 365 training portal home page, navigation, and the different ways the site can help you learn.</p>	Fundamental	Evolve 365
<b>Excel: 01 Introduction to Excel Basics</b>	Microsoft Excel is the industry-leading spreadsheet software program - a powerful data visualization and analysis tool. You can easily create spreadsheets from templates or on your own and use modern formulas to perform calculations. In this webcast, we will review overall navigation, formatting, working with data, and an overview of collaboration.	Fundamental	Excel
<b>Excel: 02 Essential Features and Functions</b>	Microsoft Excel is the industry leading spreadsheet software program – join us to gain valuable insights into the core features of Excel. Whether you’re a beginner or looking to enhance your existing skills, this session introduces essential functions and formulas. In this session we’ll cover practical topics such as writing basic formulas, using autofill features, and calculation tools.	Fundamental	Excel
<b>Excel: 03 Data Manipulation and Formatting</b>	Unlock the full potential of Excel and transform your data handling skills. Dive into the details of Microsoft Excel, focusing on techniques to organize and present data effectively. In this webinar, we’ll explore sorting, filtering, conditional formatting, data validation, and grouping data. Whether you're a beginner or looking to refine your expertise, this course will empower you to streamline your workflows and make data work for you.	Fundamental	Excel
<b>Excel: 04 Intermediate Formulas and Functions</b>	Unlock the full potential of your spreadsheets with our upcoming webcast! Dive deep into the world of logical and lookup functions, and discover more advanced techniques to streamline your data analysis and reporting. In this webcast we’ll explore advanced formulas and functions to enhance your skills. This session is designed to elevate your command of Excel to new heights and powerful data insights!	Intermediate	Excel



# Webinars & Virtual Classroom Training



<b>Excel: 05 Tables, Charts, and PivotTables</b>	Excel has many powerful built-in features you can use to manage your data. You can create an Excel table to make managing and analyzing your data easier. You can use Charts to help you visualize your data. You can also leverage PivotTables, one of Excel's most powerful features. PivotTables allow you to summarize, sort, reorganize, group, count, and even more! In this webcast we'll review Tables, Charts, and PivotTables and different ways you can organize and manipulate your data to create maximum impact.	Intermediate	Excel
<b>Excel: 06 Create Engaging Dashboards</b>	A dashboard is a visual representation of key metrics that allow you to quickly view and analyze your data in one place. Dashboards not only provide consolidated data views, but a self-service business intelligence opportunity where users are able to filter the data to display only what's important to them. In this webcast, we look at how to create dashboards in Excel using impactful visualizations and charts.	Advanced	Excel
<b>Excel: 07 Advanced Tips and Tricks</b>	In this session, we will learn time-saving tips and tricks in Excel. We will learn how to set properties so when someone has a question, they know whom to ask, add checkboxes to mark things complete, create a custom tab in the ribbon to keep your favorite features at your fingertips, and much more. So, buckle up. We have a lot to learn.	Advanced	Excel
<b>Excel: Doing More with Excel: Tables, Charts, &amp; Data Tools</b>	Microsoft Excel is the industry leading spreadsheet software program - a powerful data visualization and analysis tool. The charts and graphs features help you present your data in compelling ways, with tables to help better understand your data. In this webcast, we review some Excel basics and then dig into tables, charts, and other data tools for those who are ready for some advanced features.	Fundamental	Excel
<b>Excel: Excel Online &amp; Desktop Differences</b>	<p>Microsoft Excel is the industry leading spreadsheet software program - a powerful data visualization and analysis tool and it's now available online! Use modern formulas to perform calculations or charts and graphs to help present your data in compelling ways from anywhere.</p> <p>In this webcast we will be exploring the main differences when using Excel Desktop and Excel Online and when to use each!</p>	Fundamental	Excel



# Webinars & Virtual Classroom Training



<b>Forms: Create &amp; Manage Microsoft Forms</b>	<p>Microsoft Forms allows you to create custom surveys, polls, and questionnaires. Forms has built in themes and question branching, making it easy to quickly create visually appealing and intuitive Forms. The application collects responses in real time and automatically provides charts to visualize the data for easy analysis.</p> <p>In this webcast, we will review how to create an effective Form, share it with the audience, and analyze the results.</p>	Fundamental	Forms
<b>Google to M365: 01 Who Moved My Cheese - Introduction</b>	<p>Are you transitioning from Google Workspace to Microsoft 365? Wondering what's changing, what's staying the same, and how it will impact your daily work? Migrating can feel overwhelming—but it doesn't have to!</p> <p>In this session, we'll break down the key changes, benefits, and practical tips for a smooth transition. We'll highlight what's new, what remains familiar, and share resources to help you get comfortable and productive—right from the start.</p>	Fundamental	Microsoft 365
<b>Google to M365: 02 Who Moved My Cheese - Communications &amp; Scheduling</b>	<p>This live training session focuses on essential communication and scheduling tools in Microsoft 365, helping you transition smoothly from Google Workspace. We'll explore email and calendar management in Outlook, chat and meeting features in Teams, and how these tools compare to Gmail, Google Calendar, Chat, and Meet.</p> <p>Through demos and practical tips, you'll learn how to organize your inbox, share calendars, schedule meetings, and collaborate effectively in Teams. We'll highlight key features like chat, file sharing, and meeting controls to boost productivity. By the end of this session, you'll feel confident using Microsoft 365 for all your communication and scheduling needs.</p>	Fundamental	Microsoft 365; Outlook; Teams



# Webinars & Virtual Classroom Training



<b>Google to M365: 03 Who Moved My Cheese - File Storage &amp; Document Collaboration</b>	<p>This session guides you through the essentials of migrating from Google Drive to Microsoft 365, spotlighting OneDrive, SharePoint, and Teams as your new go-to tools for personal and collaborative document storage.</p> <p>Discover how features like co-authoring, version history, and metadata tagging streamline teamwork and keep your files organized, secure, and accessible—no matter where you work.</p> <p>Learn practical tips for managing permissions, maximizing productivity, and ensuring your business-critical documents are always in the right hands. Say goodbye to confusion and hello to seamless collaboration</p>	Fundamental	Microsoft 365; OneDrive; SharePoint; Teams
<b>Google to M365: 04 Who Moved My Cheese - AI Powered Productivity</b>	<p>Ready to unlock the full potential of Microsoft 365? Discover how Copilot can transform your workflow, boost collaboration, and keep your data secure.</p> <p>In this session, we'll compare Microsoft and Google's latest productivity solutions, spotlight Copilot's intelligent features, and show you how seamless integration across Teams, Outlook, and more can elevate your day. Whether you're migrating from Google or looking to maximize your Microsoft investment, join us to see why Microsoft leads the way in AI-driven productivity.</p>	Intermediate	Microsoft 365; Teams; Outlook; Copilot
<b>Google to M365: 05 Who Moved My Cheese - Notes, Tasks, &amp; Surveys</b>	<p>Microsoft's productivity suite offers a streamlined solution for migration and effective collaboration. OneNote, To Do, and Forms provide comprehensive tools to organize notes, manage tasks, and create surveys within a secure, integrated platform.</p> <p>These features enable users to efficiently capture information, assign and monitor responsibilities, and analyze survey responses. Designed for team environments, the suite supports simplified workflows, enhanced productivity, enterprise-grade security, and real-time collaboration. Transitioning to Microsoft delivers an advanced approach to managing notes, tasks, and surveys.</p>	Intermediate	Microsoft 365; OneNote; To Do; Forms



# Webinars & Virtual Classroom Training



<b>Google to M365: 06 Who Moved My Cheese - Visual Collaboration</b>	<p>Ready to transform the way your team collaborates visually? In Session 6 of "Google to M365 Migration," you'll discover how Microsoft Whiteboard and Visio can supercharge brainstorming, diagramming, and project planning—replacing Google Drawings with smarter, more integrated tools.</p> <p>Learn how to leverage Whiteboard for dynamic teamwork in Teams meetings, keep your ideas organized and accessible, and unlock Visio's advanced diagramming features for professional presentations and process mapping. Whether you're a visual thinker or just looking to streamline collaboration, this session will help you future-proof your workflow and make the most of M365's creative power. Say hello to seamless sharing, real-time co-authoring, and practical tips that save you time every day</p>	Intermediate	Whiteboard; Visio
<b>Google to M365: 07 Who Moved My Cheese - Groups &amp; Permissions</b>	<p>Team, SharePoint, and Planner owners. We'll dive into best practices for creating and managing groups, explore roles and lifecycle considerations, and show you how permissions work across Teams and SharePoint.</p> <p>Learn how to future-proof collaboration, maintain security, and avoid common pitfalls like fragmented information and mismanaged access. Whether you're setting up new groups or refining existing ones, this session equips you with practical strategies to keep your organization connected and compliant.</p>	Intermediate	Teams; SharePoint; Planner
<b>Google to M365: 08 Who Moved My Cheese - Safe Sharing in Microsoft 365</b>	<p>This course provides a high-level overview of working with files stored in Microsoft 365, with a focus on OneDrive. If your files have migrated to Microsoft 365, or are new to OneDrive, this class will help you master your new file locations.</p> <p>You will learn how to access your OneDrive files, how to sync files to your computer, how to make files "always available" on your computer even if you are offline, and how to share file</p> <p>In this session, we'll break down the key features, benefits, and practical tips for your understanding of sharing safely.</p>	Intermediate	Microsoft 365; OneDrive



# Webinars & Virtual Classroom Training



<b>Google to M365: 09 Who Moved My Cheese - Workflow Automation &amp; Integration</b>	<p>We're all seeking ways to become more efficient and streamline daily tasks and projects. Microsoft 365 provides several productivity features and enhancements to expedite communications and collaboration.</p> <p>In this webcast, we'll consider tools like Google Workspace integrations, and the elevated benefits provided in Microsoft 365 through features like Teams Approvals, Power Apps, and Power Automate. Create custom workflows, automate approvals, and integrate app features to discover newfound efficiencies.</p>	Advanced	Power Apps; Power Automate; Teams
<b>Google to M365: Overview - What to Know</b>	<p>Microsoft 365 allows you to access all your work, whether individual or collaborative, all in one place. There are many features that differ from G-Suite and making the transition from Google Workspace to Microsoft 365 can feel like a significant shift. Discover how this opportunity opens the door to enhanced productivity, robust security, and seamless collaboration tools. This webinar will guide you through the essentials of this transition, highlighting key benefits, differences, and actionable steps to ensure a smooth and successful migration for your organization.</p>	Fundamental	Microsoft 365
<b>Lists: Get Started with Microsoft Lists</b>	<p>Microsoft 365 Lists are your smart information tracking app in Microsoft 365. Configure your lists to better organize events, issues, assets, and more. Start quickly with ready-made templates, see recent and favorite lists, track and manage lists wherever you're working and easily share lists with others.</p> <p>In this webcast, we share a quick overview of what M365 Lists are and where to access them, as well as, how to create and manage your personal and collaborative lists.</p>	Fundamental	Lists
<b>Loop: Microsoft Loop Overview</b>	<p>Microsoft Loop seamlessly integrates teams, content, and tasks across a range of essential tools including Teams, Outlook, Word, and Whiteboard. By creating adaptable Loop pages that can be easily shared across various Microsoft 365 applications, users can efficiently organize project information and collaborate effectively. With Loop workspaces facilitating streamlined project management, teams can enhance their productivity and communication like never before!</p>	All Levels	Loop
<b>M365 Personal Touches, Professional Impacts</b>	<p>This webcast highlights several built-in Microsoft Teams features that support engagement, recognition, collaboration, and streamlined decision-making. Attendees will learn how to use Praise, Approvals, Whiteboard, Workflows, and Polls to improve everyday teamwork</p>	Fundamental	Microsoft 365



# Webinars & Virtual Classroom Training



<b>M365 Transform Your Workday: 01 Day One in M365 - A Beginner's Guide</b>	<p>The Microsoft 365 ecosystem of apps and services equips users and workforces with critical resources to meet any modern workplace productivity needs or challenges. Knowing where to begin sets the stage for ongoing success.</p> <p>In this first webcast as part of our "Transform Your Workday" series, we'll introduce foundational apps and practices to get started with Microsoft 365. Whether we're new to M365 or need a refresher, this session will provide essential tips to make the most of Microsoft 365 in our daily work. From accessing the M365 portal to navigating Teams and using Outlook, discover core skills to begin the M365 learning journey.</p>	Fundamental	Outlook; Teams
<b>M365 Transform Your Workday: 02 Navigating Your Workday in M365</b>	<p>Microsoft 365 is the modern productivity platform empowering users and organizations to address both long-term projects and important daily tasks.</p> <p>As the second part of the "Transform Your Workday" series, we'll consider core apps like Outlook and Teams and the key features they provide us to address the typical matters we encounter in our day-to-day work situations. With M365 we have flexible options to intelligently manage tasks, collaborate in immersive meetings, organize information, and keep our colleagues informed and empowered.</p>	Fundamental	Outlook; Teams; To Do; Planner
<b>M365 Transform Your Workday: 03 Inside Microsoft 365 - Essential Tools and Key Features</b>	<p>We're fast discovering there's no challenge or scenario too big or small for Microsoft 365. While Microsoft continues to introduce new features, the long-standing productivity apps on which we rely are evolving to suit the modern workplace as well.</p> <p>In this third webcast as part of the "Transform Your Workday" series, we'll take a deep dive and visit several other productivity apps and services in the M365 suite. Classics like Word, Excel, and PowerPoint have been elevated to empower modern workforces, and cloud storage services like OneDrive integrate with our M365 experiences, enabling us to pivot and address any workflow scenario.</p>	Intermediate	Teams
<b>M365: Accessibility Solutions</b>	<p>There is no limit to what people can achieve when technology reflects the diversity of all who use it. This course shows how people can achieve more with the built-in accessibility tools and features in Microsoft technologies. It focuses on features for those who need to customize their settings for hearing, sight, mobility, and neurodiverse needs, as well as for those that wish to be more inclusive in the content they create and the way they present.</p>	All Levels	Windows 11; Microsoft 365; Teams



# Webinars & Virtual Classroom Training



<b>M365: Admin Assistants - Improving Outlook &amp; Teams Workflow</b>	<p>Embark on a comprehensive journey through the essentials of Microsoft 365 for Administrative Assistants. This training will cover the key components necessary for effective support and collaboration within the M365 environment. This training is an invaluable resource for Administrative Assistants looking to enhance their proficiency in supporting a modern, digital workplace.</p> <p>In this course, we will delve into the practical applications Outlook and Teams. We will look at managing calendars with delegate access, email organization, and Focus Time with Viva Insights.</p>	Intermediate	Outlook; Teams; SharePoint
<b>M365: Applications to Enhance Collaboration</b>	<p>Microsoft 365 is a suite of cloud-based productivity tools that helps teams collaborate, communicate, and create content. It includes a variety of tools, such as OneNote, Planner, and Forms where you can improve teamwork and productivity.</p> <p>In this webcast, we will explore OneNote, Planner, and Forms as part of the M365 tools and how to use them to improve your collaborative experience.</p>	Fundamental	Microsoft 365; OneNote; Planner; Forms
<b>M365: Common Collaboration Questions</b>	<p>Want to ensure you are spending time in the most valuable ways? Join us to uncover the common problems people face with M365 collaboration and how to solve them. Gain insights to know how to recover files, manage access, troubleshoot syncing errors and more!</p> <p>In this webcast we will explore the most common questions faced in the M365 collaborative environment and how to avoid or resolve them.</p>	Advanced	Teams; OneDrive; Outlook
<b>M365: Curating App Notifications</b>	<p>Our M365 apps are the critical tools we use to create content, stay in contact, share our message, and intelligently manage information. And as our schedules and roles become more complex, we need our M365 apps to keep us informed without becoming distracted.</p> <p>In this webcast, we'll discover the many notification features available throughout our M365 apps, and explore the notification personalizations we can curate to best suit our experience.</p>	Intermediate	Microsoft 365; Outlook; Planner; Teams; Windows 11; Viva; SharePoint



# Webinars & Virtual Classroom Training



<b>M365: Data Loss Prevention for End-Users</b>	<p>All organizations are striving to maintain control of sensitive data. To help protect this sensitive data and reduce the risk from oversharing, they need a way to help prevent their users from inappropriately sharing sensitive data with people who shouldn't have it. This practice is called data loss prevention (DLP).</p> <p>In this webcast, we'll explore features throughout Microsoft 365 apps and services to assist us with maintaining practical protections over the sensitive data we encounter in our roles.</p>	All Levels	Microsoft 365
<b>M365: Demystifying Task Management in M365</b>	<p>Demystifying Task Management in Microsoft 365 provides a clear, practical walkthrough of the many task management tools available across the M365 ecosystem—Excel, OneNote, To Do, Lists, Planner, Project, and Loop—and explains when and why to use each one. The session helps learners understand the strengths, limitations, ideal audiences, and best fit scenarios for every tool, emphasizing how Microsoft's unified ecosystem streamlines collaboration and personal productivity.</p>	Fundamental	Excel; OneNote; To Do; Planner; Project; Loop; Lists
<b>M365: Digital Housekeeping in M365</b>	<p>We should all be vigilant throughout the year in keeping our files updated and secure. However, it's always a great time to catch up on these tasks. Take some time to clear out files you no longer need from OneDrive, create rules in Outlook to automate processes for the coming year, and don't forget to clear your browser cookies and update Windows.</p>	Intermediate	Microsoft 365
<b>M365: File Collaboration &amp; Sharing</b>	<p>This course gives a high-level overview of working with files stored in Microsoft 365, with a focus on OneDrive. If you have had a file share migrated to Microsoft 365, or are new to OneDrive this class will help you master your new file locations.</p> <p>You will learn how to access your online files, how to sync files to your computer, how to make files "always available" on your computer even if you are offline, and how to share files.</p>	Fundamental	OneDrive; Microsoft 365; SharePoint; Teams
<b>M365: Integrated Automation Features</b>	<p>Simplify your day and save time with your M365 tools. Optimize your workflow with repetitive tasks and stay up-to-date by using the features in your favorite apps like Outlook, Lists, and Teams.</p> <p>In this webcast we will explore what built in automation tools are available and how to use them to improve your everyday activities!</p>	Intermediate	Lists; Outlook; Teams



# Webinars & Virtual Classroom Training



<b>M365: Introduction to Teams &amp; OneDrive</b>	<p>Discover the potential of Microsoft 365 with us! Microsoft Teams seamlessly connects you to conversations, meetings, files, and apps, making it the central hub for modern workplaces. At the same time, OneDrive offers convenient storage and file management tools, ensuring your documents are always accessible. Together, these tools provide a comprehensive and cohesive experience that keeps you connected and in the know.</p> <p>In this webcast, we will explore how Teams and OneDrive work together to enhance productivity and teamwork.</p>	Fundamental	Microsoft 365; Teams; OneDrive
<b>M365: Know Your Choices - Apps in Microsoft 365</b>	<p>Create your best work on all your devices—from desktop to web—using the tools you need from home or the office. Whether you need to connect with colleagues or partners, work remotely, or collaborate with your team, there’s an Microsoft 365 app to meet your needs. In this session, we go over the apps available to you through Microsoft 365, what they can do, and which apps would work best for your business needs.</p>	Fundamental	Microsoft 365
<b>M365: Leading by Example in Microsoft 365</b>	<p>Lead your team on an adoption journey of Microsoft 365 by using the applications, finding simple solutions, and sharing them with your team. In this webcast, we give you 14 small actions you can do in Microsoft 365 that will Wow! your team. By simply “getting caught” using Microsoft 365 you are helping others realize the benefits of the tools available to them.</p> <p>Become a mentor in the adoption journey with these simple tips and tricks.</p>	Fundamental	Microsoft 365
<b>M365: Microsoft 365 Overview</b>	<p>Microsoft 365 is our complete, integrated office collaboration ecosystem. Discover how OneDrive simplifies file storage and sharing, empowering you to access your documents anytime, anywhere. Learn how Teams streamlines communication and enhances team collaboration with chat, meetings, and project management features. Uncover the potential of Planner, a fantastic tool for organizing and managing tasks effortlessly. Finally, explore the possibilities of OneNote, a versatile digital notebook that revolutionizes notetaking and information organization.</p> <p>Register now and gain valuable insights to supercharge your work efficiency. We look forward to seeing you there!</p>	Fundamental	Microsoft 365



# Webinars & Virtual Classroom Training



<b>M365: On the Go with Mobile Apps</b>	<p>Get to your files from anywhere, at work, at home, or on the go. Microsoft mobile solutions help people access their documents and files from any location and work productively. Available apps include, Outlook, Office apps, OneDrive, Teams, SharePoint, and more. All Microsoft mobile apps work on the devices you prefer, whether it's Android, iOS, or Windows 10.</p> <p>In this webcast, we look at the features Microsoft mobile apps have to offer and teach you how to start access files and collaborate on the go.</p>	Fundamental	Microsoft 365; Mobile Apps
<b>M365: Support Staff Tier 1 and 2</b>	<p>This webcast provides Tier 1 and Tier 2 support professionals with a practical overview of Microsoft 365 fundamentals and Outlook troubleshooting, focusing on reducing unnecessary escalations and improving first-contact resolution.</p>	Advanced	Microsoft 365
<b>M365: Transitioning from Commercial to GCCH</b>	<p>Join us for an informative and engaging one-hour training session designed to help you smoothly transition from a Microsoft 365 commercial environment to the Government Community Cloud High (GCCH) environment. This session is tailored specifically for end users and focuses on the most important changes and best practices to ensure a seamless experience in your day-to-day operations.</p> <p>In this webcast you will gain an understanding of what GCCH is. We will discuss the enhanced security features and compliance requirements that come with GCCH, daily operational changes, and share best practices and tips for efficient collaboration.</p>	Fundamental	Microsoft 365
<b>M365; Search in M365 - Features and Strategies</b>	<p>Having our data and places to manage it is only part of the challenge. As we find ourselves working across apps and locations, search in Microsoft 365 is an inimitable capability, enabling us to stay in touch with our information in powerful ways.</p> <p>In this webcast, we'll discover how to master search across Microsoft 365 and save time every day, including practical tips for finding emails, chats, files, and sites quickly using Outlook, Teams, OneDrive, and SharePoint. Join us to unlock insider strategies and make search your productivity superpower</p>	Fundamental	Microsoft 365; Outlook; Teams; SharePoint; OneDrive
<b>OneDrive: Get Started with OneDrive</b>	<p>OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices. In this session, we will discuss how to access OneDrive for Business, creating and uploading files, sharing with others, and syncing your files locally.</p>	Fundamental	OneDrive



# Webinars & Virtual Classroom Training



<b>OneNote: Case File Management</b>	<p>You have a place to store all of your case documents, but what about your case notes? OneNote is an electronic notebook that will allow you to organize your case notes AND link to your documents. Tags and the search feature make important information easy to find. Share your case notebook with whoever needs access while protecting your notes from prying eyes. In this session, we will learn how to centralize case contacts, organize notes, create tasks with deadlines, and to create and use templates to speed up the research process.</p>	Intermediate	OneNote
<b>OneNote: Get Started with OneNote</b>	<p>OneNote is a digital note-taking application provided to you through Microsoft 365. Notebooks help you stay organized with sections and pages. With easy navigation and search, you'll always find your notes right where you left them. Revise your notes with type, highlighting, or ink annotations. With OneNote across all your devices, you'll never miss a flash of inspiration.</p> <p>In this webcast, we look at the OneNote interface and how you can get started by creating and managing your notebooks. We will also look at how OneNote integrates with SharePoint and Teams so you can collaborate on notes with colleagues.</p>	Fundamental	OneNote
<b>Outlook &amp; Teams: Calendars and Meetings</b>	<p>Microsoft lets you connect with anyone you need to get your job done. This course will cover the different options for Calendars &amp; Meetings in Microsoft 365:</p> <ul style="list-style-type: none"><li>-Calendar Permissions, Sharing, &amp; Delegates</li><li>-Calendar Settings including time zones, work hours, and categories/color coding</li><li>-Meeting options including Teams, Teams Live, and best practices</li></ul>	Fundamental	Outlook; Teams
<b>Outlook: Finding Efficiencies in Outlook</b>	<p>With Outlook, you can access email, meetings, contacts, and more. There are several ways to be more efficient with Outlook by adjusting your view settings, making changes to how you review messages and setting up folders and categories.</p> <p>In this webcast, we explore different ways to improve your productivity within Outlook.</p>	Fundamental	Outlook



# Webinars & Virtual Classroom Training



<b>Outlook: Get Started with Outlook Desktop (Classic)</b>	<p>Email is an integral part of our daily work. When working from home we still need to monitor email and respond, as we would if we were in the office. With Outlook you can stay connected and access your email, schedule meetings, create and edit contacts, and more.</p> <p>In this webcast, we will show you how to get started with Outlook email and calendar with a few tips to help you personalize your experience.</p>	Fundamental	Outlook
<b>Outlook: Get Started with Outlook Online</b>	<p>Email is an integral part of our daily work. When working from home we still need to monitor email and respond, as we would if we were in the office. With Outlook Online you can stay connected and still access your email, schedule meetings, create and edit contacts, and more with any internet browser.</p> <p>In this webcast, we will show you how to access Outlook Online and a few tips to help you personalize your experience on the web.</p>	Fundamental	Outlook
<b>Outlook: Navigating New Outlook for Windows</b>	<p>New Outlook for Windows is a powerful tool for managing your emails, calendar, and tasks. Learn how to navigate its features with ease and boost your productivity.</p> <p>This training will guide you through the fundamentals of using New Outlook for Windows, including organizing your inbox, managing your calendar, and utilizing advanced features. Discover how New Outlook can streamline your workflow and enhance your communication in the workspace.</p>	Fundamental	Outlook
<b>Outlook: Unpacking Outlook Organization</b>	<p>In this session, we'll explore practical ways to get organized in Outlook, so your inbox feels manageable instead of overwhelming. We'll focus on simple strategies for processing messages, customizing your view, and using folders, categories, and automation tools to save time and reduce clutter. The goal isn't a perfect inbox — it's a system that supports faster decisions, better focus, and more efficient day-to-day work.</p>	Fundamental	Outlook
<b>Planner: Get Started with Planner</b>	<p>Microsoft Planner is a visual task management tool within Microsoft 365, designed to help individuals and teams organize work and collaborate efficiently. In this session, we'll introduce Planner's interface, demonstrate how to create and manage plans and tasks, and explore its integration with other Microsoft 365 apps for streamlined productivity.</p>	Fundamental	Planner



# Webinars & Virtual Classroom Training



<b>Power Apps: Get Started with Power Apps</b>	Power Apps is a suite of apps, services, and connectors, as well as a data platform, that provides a rapid development environment to build custom apps for your business needs. Let's take a look at Power Platform and Power Apps place within it. We will craft an App based on a List, design your screens, and create default values in the app.	Fundamental	Power Apps
<b>Power Automate: 01 Introduction to Power Automate</b>	Want to send repetitive emails on a schedule, customize notifications, receive a summary of tasks, or so much more? You can perform a variety of tasks automatically across all your M365 applications, all with very little or no coding. In this webcast, we look at how to use Power Automate to create automated workflows to connect applications and automate repetitive processes.	Intermediate	Power Automate
<b>Power Automate: 02 Intermediate Workflows and Connectors</b>	This session builds on the foundational knowledge from Session 1, advancing users' understanding of Power Automate with a focus on intermediate workflows and connectors. We'll start with a brief review of connectors, introducing additional flows not covered in the introductory session. The session will then dive into triggers and actions, followed by hands-on practice where users will create a flow to automate data collection. As we progress, participants will further develop their skills by designing a flow that integrates multiple services, such as saving email attachments to OneDrive.	Intermediate	Power Automate
<b>Power Automate: 03 Advanced Workflows and Customization</b>	While Power Automate is designed for ease-of-use and accessibility to users at any skill level, we can do a lot more than just rely on flow templates to streamline our operations. There are several additional features available in Power Automate enabling us to rise to any kind of automation challenge, no matter how complex or detailed. In this webcast, we'll explore advanced features and capabilities of Power Automate, including conditions, loops, functions, expressions, variables, and more!	Advanced	Power Automate
<b>Power Automate: 04 Best Practices and Real-World Applications</b>	Continue to unlock the full potential of Power Automate as we learn how to design efficient and maintainable flows, implement error handling mechanisms, and optimize flow performance. This webcast will guide you through real-world applications and case studies, showcasing successful Power Automate implementations. Discover how Power Automate can streamline your business processes, from employee onboarding to document management.	Advanced	Power Automate



# Webinars & Virtual Classroom Training



<b>Power Automate: Automate Task Management</b>	<p>Using the Work Progress Tracker list in SharePoint, we will dive into Power Automate to make our lives easier.</p> <ul style="list-style-type: none"> <li>* Notify someone when they are assigned a task.</li> <li>* Notify management when tasks are overdue</li> <li>* And other automation as time permits</li> </ul>	Intermediate	Power Automate
<b>Power Automate: Forms &amp; Flow</b>	<p>Using Forms, we'll give you an introduction to Power Automate with introducing branching logic and by creating an email notification when a Form is completed. Power Automate is a component of Microsoft 365 that allows you to create automated workflows between your applications and services to synchronize files, send notifications, collect data, and automate tasks. It helps you to be more efficient and makes life a bit easier. You don't have to be a programmer or know how to write code. This is considered no-code or low-code component of Microsoft 365. This training will provide an overview of Microsoft Forms and Power Automate, as well as showcase a variety of example flows you can use to help automate work processes.</p>	Intermediate	Forms; Power Automate
<b>Power Automate: Fundamentals</b>	<p>Power Automate is a tool designed to create workflows to help you automate processes. Connect to hundreds of data sources, craft triggers to initiate flows, and build the actions you want the flow to take!</p> <p>In this session we will review the building blocks of Power Automate and build an approval flow.</p>	Fundamental	Power Automate
<b>Power Automate: Use Cases</b>	<p>Learn how to automate typical processes with Power Automate. We won't have time to go over the basics of Power Automate in this live demo rich session. In this session, we will build a reminder email flow, post a message in a channel when a new task is added, send a notification when someone is assigned a task, and if there is time, we will build an approval flow for PTO requests.</p>	Intermediate	Power Automate
<b>Power BI: 01 Introduction to Power BI - Fundamentals</b>	<p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you:</p> <ul style="list-style-type: none"> <li>• What Power BI can do for you</li> <li>• Why to use Power BI to view and analyze your data</li> <li>• How to access and navigate reports</li> </ul> <p>This training introduces all of Power BI, but uses the online version (Power BI service) for demonstration. Power BI Desktop will be covered more in depth in future sessions.</p>	Fundamental	Power BI



# Webinars & Virtual Classroom Training



<b>Power BI: 02 Get Started Using Power BI - Reports</b>	<p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you:</p> <ul style="list-style-type: none"><li>• Getting data in the Power BI Desktop</li><li>• Creating Visualizations to showcase data</li><li>• Publishing and sharing reports</li></ul>	Fundamental	Power BI
<b>Power BI: 03 Next Steps Using Power BI - Visualizations</b>	<p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you:</p> <ul style="list-style-type: none"><li>• Formatting Visualizations</li><li>• Organization and personalization</li><li>• Creating Dashboards</li></ul>	Intermediate	Power BI
<b>Power BI: 04 Advanced Power BI Concepts - Data Shaping</b>	<p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you:</p> <ul style="list-style-type: none"><li>• Cleaning and transforming data</li><li>• Data modeling</li><li>• Managing data relationships</li></ul>	Advanced	Power BI
<b>Power BI: Consuming Power BI Reports</b>	<p>Microsoft Power BI is a tool used to create powerful Reports by importing data and arranging it into Visualizations. Viewing Reports allows you to dynamically visualize and interact with your data.</p> <p>In this webcast, we showcase the different ways you can access, navigate, and interact with Power BI Reports.</p>	Fundamental	Power BI



# Webinars & Virtual Classroom Training



<p><b>Power BI: Dashboard in a Day (DIAD)</b></p>	<p>Microsoft Power BI is a business intelligence platform that provides tools for aggregating, analyzing and visualizing data. It can be used to find insights within an organization's data to easily discover what's important to make informed decisions quickly. Publish reports and dashboards, collaborate with your team, and share insights inside and outside of your organization with Power BI.</p> <p>This all-day, 8-hour hands-on learning workshop is designed to teach participants how to effectively use Microsoft Power BI for data visualization and dashboard creation. Participants will learn how to connect to data sources, import and transform data, and build and publish interactive reports and dashboards in Power BI.</p>	<p>Intermediate</p>	<p>Power BI</p>
<p><b>Power BI: Empowering Users with Data Visualizations and Insights</b></p>	<p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you how to:</p> <ul style="list-style-type: none"> <li>• Create visualizations to showcase data</li> <li>• Analyze data insights to make more sense of your data</li> <li>• Publish and share reports</li> </ul> <p>This training introduces all of Power BI but uses the online version (Power BI service) for demonstration.</p>	<p>Intermediate</p>	<p>Power BI</p>
<p><b>Power Platform – When to Use What</b></p>	<p>This session guides participants through the Power Platform—Power Apps, Power Automate, Power BI, and Power Pages—focusing on real-world use cases, practical demonstrations, and decision-making strategies for users from beginner to advanced.</p> <p>Attendees will learn how to identify the best tool for their needs, understand integration points, and leverage examples to maximize productivity and impact.</p>	<p>Fundamental</p>	<p>Power BI; Power Apps; Power Automate</p>



# Webinars & Virtual Classroom Training



<b>PowerPoint Stagecraft Success: 01 How to Present - Building Your Presentation Foundation</b>	<p>Discover how to deliver impactful presentations with PowerPoint. Whether you're just starting or refining your skills, you'll learn to prepare your environment, define goals, and organize content clearly. Explore how to create engaging slides, rehearse effectively with Copilot, and present with confidence. We'll also cover post-presentation strategies like feedback and reflection to help you continuously improve.</p> <p>Join us to see how smart preparation and design can turn your presentations into powerful communication tools.</p>	Fundamental	PowerPoint
<b>PowerPoint Stagecraft Success: 02 Beyond the Slides - Presentation Tools &amp; Techniques</b>	<p>Take your presentation skills to the next level with us! This session is designed to help you create visually compelling slides, engage your audience more effectively, and deliver your message with clarity and confidence.</p> <p>In this webcast, we'll explore strategies for promoting your presentation using tools like Teams, Outlook, and Forms, and dive into techniques for refining your delivery during the session. You'll learn how to handle questions and interruptions gracefully, use PowerPoint tools like subtitles and laser pointers, and gather meaningful feedback to improve future presentations.</p> <p>Join us to discover how thoughtful promotion, audience engagement, and post-session reflection can elevate your presentation impact and leave a lasting impression.</p>	Fundamental	PowerPoint
<b>PowerPoint: 01 Getting Started with PowerPoint</b>	<p>PowerPoint empowers you to create visually stunning slideshows for any occasion, from business pitches to educational lectures. Whether you're a novice or looking to enhance your skills, this session will equip you with the knowledge to confidently navigate PowerPoint's basic features and deliver impactful presentations that captivate your audience.</p> <p>In this webcast we'll cover the basics of creating a new presentation, adding content to your slides, and presentation tools!</p>	All Levels	PowerPoint



# Webinars & Virtual Classroom Training



<b>PowerPoint: 02 Design and Layout</b>	<p>PowerPoint empowers you to create visually stunning slideshows for any occasion, from business pitches to educational lectures. Elevate your presentations by learning how to thoughtfully design your slide decks using images, custom slide layouts, available templates, and more!</p> <p>In this webcast we'll cover the importance of design, starting from templates to help save time, inserting images and icons that help us illustrate our talking points, and how to manage our slide with Slide Master and arranging tools.</p>	Intermediate	PowerPoint
<b>PowerPoint: 03 Adding Interest with Animations and Transitions</b>	<p>PowerPoint enables you to design visually impressive slideshows suitable for a range of occasions, including business presentations and educational lectures. Enhance your presentations by mastering the use of animations and transitions to add visual appeal, guide audience focus, and ensure a cohesive viewing experience throughout your presentation.</p> <p>Attend this session to learn how to integrate sophisticated transitions into your presentation and apply distinctive animations to objects within your slides.</p>	Intermediate	PowerPoint
<b>PowerPoint: 04 Advanced Features and Tips</b>	<p>PowerPoint empowers us to create visually stunning slideshows for any occasion, from business pitches to educational lectures. Successful presentations do more than just provide a message – they engage the audience with rich imagery, immersive media, and timely pacing paired with professional delivery.</p> <p>In this webcast we explore features in PowerPoint beyond text and images – including features enabling us to practice our presentation skills, add interactive links and elements, collaborate with colleagues, and take animations to the next level.</p>	Advanced	PowerPoint
<b>PowerPoint: Build Better Briefings</b>	<p>Creating and sharing a memorable presentation doesn't have to be hard. Learn these tips and tricks and you'll be presenting a quality deck like a professional in no time. During this session we go over how to plan, create and present your information in a way that focuses on the audience, but does not overwhelm the audience.</p>	Fundamental	PowerPoint



# Webinars & Virtual Classroom Training



<b>PowerPoint: Effective Design Essentials</b>	<p>Whether you are new to PowerPoint or trying to learn new ways to create powerful and engaging presentations, we have some tips for you. Using slide masters to create a template foundation and design elements for interest are just the beginning. We will help you create well-designed, impactful slides with the help of Designer and Ideas in PowerPoint.</p> <p>In this webcast we will walk through some of the best features to help you create engaging presentations.</p>	Fundamental	PowerPoint
<b>PowerPoint: Getting Started with PowerPoint Online</b>	<p>Microsoft PowerPoint empowers us to create visually stunning slideshows for any occasion, from business pitches to educational lectures. And that same flexibility, depth of features, and ease of use is now available online in Microsoft 365! Whether we're novices or seeking to advance our skills, this session will equip us with the knowledge to confidently navigate PowerPoint Online and deliver impactful presentations.</p> <p>In this webcast we'll cover the basics of creating a new presentation, adding content to our slides, and presentation tools!</p>	Fundamental	PowerPoint
<b>PowerPoint: Powerful Presentations in PowerPoint</b>	<p>PowerPoint is a Microsoft program that allows you to present slide shows of important information. Enhance your experience by learning to create presentations to provide the most impact to your audience.</p> <p>In this webcast we explore animations, QR codes, rehearsal coach, and recording features in PowerPoint.</p>	Fundamental	PowerPoint
<b>PowerToys: Getting Started</b>	<p>Are you frustrated by manual window resizing, clumsy text copy from images, and endless file renaming? With Microsoft PowerToys you can snap windows into custom layouts, extract text from anywhere on your screen, batch rename files, and more—all with simple keyboard shortcuts and no coding required.</p> <p>In this webcast, we'll dive into the most powerful PowerToys utilities that streamline your Windows experience and help you work faster and smarter.</p>	Advanced	PowerToys



# Webinars & Virtual Classroom Training



<b>SharePoint Document Libraries: 101 Visiting a SharePoint Document Library</b>	This is the first session in the SharePoint Document Libraries Series and assumes you are a Visitor to this site with Read permissions. This session provides a comprehensive introduction to SharePoint Document Libraries, focusing on essential features such as searching across sites and libraries, navigating with built-in tools, and managing files using column headers. Participants will learn how to access detailed file information, share documents securely, and sync libraries to their desktop for improved accessibility. By the end of the training, users will be equipped to organize, locate, and read documents more efficiently within SharePoint, supporting productivity and effective teamwork.	Fundamental	SharePoint
<b>SharePoint Document Libraries: 201 Collaborating in SharePoint Libraries</b>	Unlock the full potential of SharePoint with this session, Collaborating in SharePoint Document Libraries. This practical, demo rich training will guide you through uploading files to document libraries, tagging files with metadata, and organizing content without relying on folders. Learn how to streamline collaboration by co-authoring documents, pinning important files, and setting up custom views. We'll also cover advanced tips like linking files across libraries and automating notifications with rules—ensuring your team stays informed and productive.	Fundamental	SharePoint
<b>SharePoint Document Libraries: 301 Customizing your SharePoint Document Library</b>	Ready to see your SharePoint document libraries come to life? Join this dynamic, demonstration-rich session where we showcase how to streamline your workflows with Quick Steps, guide users effortlessly with custom Document Intake Forms, and bring visual clarity to your library views through intuitive conditional formatting. You'll also discover how simple JSON enhancements can transform cluttered lists into clean, user-friendly experiences—no coding skills required. If you're looking for fresh ideas and real-world examples to modernize your SharePoint environment, this session delivers the inspiration you've been waiting for.	Advanced	SharePoint
<b>SharePoint Document Libraries: 302 Working with Complex Columns in Libraries</b>	In this session, we'll unlock the power of complex columns that make your libraries smarter and your data cleaner. Say goodbye to duplicate entries with Lookup columns, organize like a pro using Managed Metadata, and pinpoint locations with ease through the Location column. We'll even tackle the tricky ones—Ratings (spoiler: use with caution!), Enterprise Keywords for flexible tagging, and Calculated columns that do the math for you. Packed with real-world demos and practical tips, this session will help you build libraries that work harder, so you don't have to. Join us and turn your columns into collaboration superstars!	Intermediate	SharePoint



# Webinars & Virtual Classroom Training



<b>SharePoint Lists: 01 Build a SharePoint List</b>	Dive deeper into the world of SharePoint as we dive into Lists. Lists are a great way to track tasks, questions, or programs. In this session we will find out what a list is, how to plan your list, adding and deleting columns/fields to capture the information you need, create views of the data to find just what you need, and create alerts and rules to keep you up-to-date on any action taking place in your list. This session is just the start of the deep dive into SharePoint Lists.	Fundamental	SharePoint; Lists
<b>SharePoint Lists: 02 Managing Your List</b>	In this second session of the Deep Dive Series of SharePoint Lists, we explore managing your list by learning how to change and set the column width, correctly change the name of the Title column, how to create views using sorting, filtering, and grouping, name your list to keep your URL clean, and how to create multiple New Forms. Before taking this session, you should already know how to build a list.	Intermediate	SharePoint; Lists
<b>SharePoint Lists: 03 Import and Export Lists</b>	In this third session of the Deep Dive Series of SharePoint Lists, we dive into importing and exporting lists from Excel and CSV. If you are already tracking something in Excel, but are longing for the features provided by a SharePoint list, this is the session for you. In this session we will show how to import an Excel spreadsheet and a CSV into a SharePoint list instead of retyping all of the information into the list. This alone will save you hours if not days of work. We will then learn how to connect your new list to Power BI so your boss can have a visualization of what is going on with what is being tracked in the list.	Intermediate	SharePoint; Lists
<b>SharePoint Lists: 04 Formatting Views and Columns</b>	In this fourth session of The Deep Dive Series of SharePoint Lists, we will learn how to format views and columns. We will start off with the out-of-the box conditional formatting and work our way up to using JSON to format views and columns. This session will help you meet the requirement of making your solution NOT look like SharePoint.	Intermediate	SharePoint; Lists
<b>SharePoint Lists: 05 Working with Advanced Columns</b>	In this fifth session of The Deep Dive Series of SharePoint Lists, we will be working with advanced columns. These advanced columns include the calculated column which allows us to do computations and much more, the look-up column which allows us to make selections from other lists and libraries, and how to set up and use the managed metadata column which allows us to create a hierarchy of choices.	Advanced	SharePoint; Lists



# Webinars & Virtual Classroom Training



<b>SharePoint Lists: 06 Advanced SharePoint List Tips and Tricks</b>	Now that you already know how to create and use a SharePoint List, let's take it a step farther with some advanced tips and tricks. This advanced session dives into practical tips and clever tricks for managing permissions, dynamic filters, custom buttons with JSON, and working with large lists—so you can streamline your workflow and keep your data organized. Discover how to create interactive dashboards, secure sensitive information, and avoid common pitfalls with list limits and view thresholds. Whether you're a seasoned site owner or just looking to level up your SharePoint skills, you'll leave with actionable strategies to boost productivity and collaboration across your team. Say goodbye to list headaches and hello to smarter, more efficient SharePoint solutions	Advanced	SharePoint; Lists
<b>SharePoint: 01 Beginner SharePoint Document Library</b>	In this session, we will learn how to build a document library in SharePoint Online from scratch. We will work together to determine what metadata to use to describe the documents based on a Shared Drive folder structure. Finally, we will create views of the documents that will show your user just how limiting folders really are.	Fundamental	SharePoint
<b>SharePoint: 02 Intermediate SharePoint Document Libraries</b>	I've learned how to create a new Document Library and add metadata, now what? In this webcast, we look at additional features and functionality including how to name your library, establish alerts and rules, add templates, find the file path, link to a document in another library or site, and review library settings.	Intermediate	SharePoint
<b>SharePoint: 03 Advanced SharePoint Libraries</b>	Before you attend this session, you should already know how to create a document library in SharePoint, add columns for metadata, create views and how to upload files. In this session we will explore version control, document sets, workflows and permissions. Take your SharePoint Document Library skill to the next level with these advanced topics.	Advanced	SharePoint
<b>SharePoint: Build a Tasking Tool</b>	In this session, we will build a tool for managing tasks within your team. This tool will include a shared calendar, reporting for tasks completed, and creating custom views for tasks. We will explore ways you can customize this tool so you can create one that will work for your team or organization.	Intermediate	SharePoint
<b>SharePoint: Calendar Options in SPO</b>	SharePoint Online has many benefits, including modern webparts that replace many of the classic applications we are used to working with. In this webcast, we'll explore the different options you have for creating calendars in SPO, from the Events webpart, Group Calendar webpart, Lists templates, and also the classic Calendar app.	Intermediate	SharePoint



# Webinars & Virtual Classroom Training



<b>SharePoint: Communication Sites</b>	<p>What are communication sites and how do they compare to team sites? How do we utilize templates and customize our site design for my audience? What is a Hub and how do I connect to it?</p> <p>In this webcast, we look at how to create a communication site, main features of the site, reviewing and utilizing templates, applying customizations to a site, connecting with a Hub or registering as a Hub.</p>	Intermediate	SharePoint
<b>SharePoint: Driving End User Adoption with JSON</b>	<p>You don't need to know JSON to use JSON. We use JSON to make it easier for the end user to use SharePoint, therefore increasing end user adoption. We will start the session by using Conditional Formatting to color code a SharePoint Calendar. Then we will use JSON in Advanced Mode to format columns values, add buttons, and format views.</p>	Intermediate	SharePoint
<b>SharePoint: Engaging SharePoint News Posts</b>	<p>With SharePoint news, you can bring your organization's news stories to life with rich formatting, images, and dynamic content. Your news posts will look great on any device and bring your stories to your users, even inside Microsoft Teams. SharePoint news includes simple methods to distribute and promote your news, including automatic news distribution and promotion to specific audiences.</p> <p>In this webcast, we will discuss creating and designing a news post as well as reviewing page analytics.</p>	Fundamental	SharePoint
<b>SharePoint: Get Started with SharePoint Online</b>	<p>SharePoint serves as a robust collaboration platform available through Microsoft 365. The SharePoint landing page helps users stay organized, offering intuitive navigation and direct access to sites and content. Its document libraries ensure files remain easily accessible and manageable. Additional features like version control, alerts, and integration with Teams enables seamless collaboration on projects and documents.</p> <p>In this webcast, we will explore the SharePoint interface, demonstrating how to navigate and leverage SharePoint's document management and collaboration features effectively. Additionally, we will examine its connection to Teams to enhance overall productivity and teamwork.</p>	Fundamental	SharePoint



# Webinars & Virtual Classroom Training



<b>SharePoint: Manage SharePoint Online as a Site Owner</b>	<p>Creating a SharePoint site is just the first step! Once you create a SharePoint site, someone should be responsible to manage the site. This welcomes the role of a SharePoint site owner. A SharePoint Site owner is the user who will have full control of a particular SharePoint site.</p> <p>In this webcast we discuss important topics to be aware of and manage as a SharePoint site owner.</p>	Advanced	SharePoint
<b>SharePoint: Managing Permissions in SharePoint Online</b>	<p>SharePoint Online is a cloud-based service that helps organizations share and collaborate with colleagues, partners, and customers. With SharePoint Online, you can adjust the permissions to ensure the appropriate users are able to access or edit the various sites and documents. This course is geared to individuals who will fulfill site owner responsibilities to support a SharePoint Online site. We will cover permission management for sites, content, and the settings you need to know to get the job done.</p>	Advanced	SharePoint
<b>SharePoint: Mastering SharePoint Online - Navigating Sites, Libraries, and Collaboration Tools</b>	<p>SharePoint is a powerful web-based collaborative platform with integration into Microsoft 365. Learn to use SharePoint to access multiple collaboration tools and organization through filtering and sorting document properties rather than hiding files in nested folders.</p> <p>In this webcast, we take a deeper dive into site navigation, page management, and list and library settings.</p>	Intermediate	SharePoint



# Webinars & Virtual Classroom Training



<b>SharePoint: Metadata &amp; Folders - Better Together</b>	<p>When you start using SharePoint everyone says, "Don't use folders." If that is true, how do we organize and find the stuff we put into SharePoint? Metadata.</p> <p>In this session, we will explore what metadata is, how to use it, and how to get our co-workers to use it. Recreate this demo when you get back to the office to win your users over to the metadata side.</p> <p>This demo works in SharePoint Online and On-Premises.</p> <p>Key Take Aways:</p> <ul style="list-style-type: none"><li>• What is metadata?</li><li>• When to use metadata</li><li>• Choices for metadata</li><li>• When to use folders</li></ul>	Fundamental	SharePoint
<b>SharePoint: Migrating to SharePoint Online</b>	<p>We are moving to the cloud!</p> <p>SharePoint Online is a cloud-based service that helps organizations share and collaborate with colleagues, partners, and customers. Join us to learn the basics of SharePoint Online and how to start working with your files in the cloud.</p>	Intermediate	SharePoint
<b>SharePoint: Navigating SharePoint Intranet</b>	<p>Are you seeking practical strategies to enhance how you and your team navigate your SharePoint intranet? SharePoint Online serves as a dynamic, web-based platform designed to help organizations collaborate, share information, and stay connected. With robust features for communication, productivity, and efficiency, SharePoint Online is an essential tool for modern workplaces.</p> <p>In this webcast, we'll guide you through the essentials of intranet navigation, including accessing SharePoint, understanding its interface, leveraging interactive site features, and mastering content search and sharing. Discover how to streamline your SharePoint Online experience and make the most of its capabilities for your organization.</p>	Fundamental	SharePoint



# Webinars & Virtual Classroom Training



<b>SharePoint: Put it All Together with Pages in SPO</b>	<p>SharePoint Online modern pages are a great way to organize and present information on your SharePoint site. Modern pages give us the ability to create, manage, and publish information to others and easily organize the page using web parts. SharePoint Online contains a variety of different web parts to help you organize your pages. In this webcast, we will look at the different types of SharePoint sites, how to create and edit pages, and the different web parts that help us put it all together.</p>	Fundamental	SharePoint
<b>SharePoint: SPO Hub Sites - Management</b>	<p>SharePoint Online is an online, site-based platform for seamless collaboration and efficient content management within your organization, accessible directly from your web browser. Hub sites can be created as a single site that various other sites can be linked through for greater access and more efficient navigation to the environments your team uses most.</p> <p>In this overview webcast, we will discuss what a Hub site is, how to associate sites with the Hub, Hub site settings, customization, and more!</p>	Advanced	SharePoint
<b>SharePoint: SPO Hub Sites - Navigation &amp; Permissions</b>	<p>SharePoint Hub Sites consolidate content for seamless collaboration, simplified management, and improved user experience.</p> <p>In this session, learn how to associate SPO sites with Hub Sites, streamline navigation, and efficiently manage permissions. Build business solutions using SharePoint to manage permissions based on roles, and seamlessly associate related content and projects through Hub Sites.</p>	Advanced	SharePoint
<b>SharePoint: Team Sites</b>	<p>What are team sites and how do they compare to communication sites within Microsoft SharePoint? How do we utilize templates and customize our site design for my team? What is a Hub and how do I connect to it? What tools are integrated with a team site?</p> <p>In this webcast, we look at how to create a team site, reviewing and utilizing templates, applying customizations to a site, connecting with a Hub, and examining integrated tools you can utilize.</p>	Intermediate	SharePoint



# Webinars & Virtual Classroom Training



<b>SharePoint: Working with Files in SPO</b>	<p>With SharePoint Online you can use libraries to upload, create, edit, and collaborate on files with colleagues. Libraries can be customized to fit the needs of your team. Create custom views and alerts, co-author on documents, track versions of files, and so much more!</p> <p>In this webcast we look at library features and the ways you can organize and work on your files in SharePoint Online.</p>	Fundamental	SharePoint
<b>Teams and SharePoint: Working Together</b>	<p>Teams, and SharePoint each offer us the ability to create and manage files. One question we hear often is “what are the differences between Teams and SharePoint? And when should I use which?”</p> <p>In this webcast, we will share a quick overview of each application, discuss how they work together, and their differences.</p>	Intermediate	Teams; SharePoint
<b>Teams: 7 Tips to Get Your Teams Under Control</b>	<p>Is Microsoft Teams running amuck throughout your day? Pinging and alerting you to everything even when you wish it wouldn't. It's hard to know which setting will turn off the exact notification you don't need to get.</p> <p>In this webcast, we look at 7 tips to make your day much quieter, so you are getting the notifications you need without all the extra noise.</p>	Intermediate	Teams
<b>Teams: Advanced Notification Management &amp; Automation</b>	<p>Are you feeling overrun by notifications in Microsoft Teams, or perhaps you're looking for ways to automate certain processes to send notifications for you in Teams? This is the webcast for you!</p> <p>In this webcast, we'll deep dive on the available notification settings and walk you through two examples of how you can use Power Automate to create workflows that will automatically send messages or create posts in Teams.</p>	Advanced	Teams; Power Automate
<b>Teams: Applications to Enhance Collaboration in Teams</b>	<p>Teams is a collaboration tool built for teamwork; you can actively connect and collaborate in real-time to get things done. Teams can simplify your access to M365 services to be the center of gravity for your collaboration and communication needs.</p> <p>In this webcast, we will review how to integrate other applications into Teams, focusing on three Microsoft 365 tools: OneNote, Planner, and Forms.</p>	Intermediate	Teams; OneNote; Planner; Forms



# Webinars & Virtual Classroom Training



<b>Teams: Best Practices</b>	<p>Microsoft Teams is a powerful collaboration tool that can help your team communicate and work more effectively. It offers a variety of features to personalize your experience, quickly find resources, and easily communicate with colleagues. In today's webcast, we will delve into key features that will optimize your experience with Microsoft Teams and improve your collaborative engagement.</p>	Fundamental	Teams
<b>Teams: Collaboration Overview</b>	<p>A Microsoft Team is a centralized place for a group of people to work together on projects. Teams include persistent conversations, team announcements and shared files. Within Teams, channels help us keep everything we are working on organized by topics.</p> <p>In this webcast, we will discuss the Teams collaboration area including, channels, files, posts and other available tools.</p>	Fundamental	Teams
<b>Teams: Create Engaging Town Halls</b>	<p>Microsoft Teams is a versatile platform for hosting dynamic and interactive town halls. Learn how to create engaging and impactful town halls that captivate your audience and foster meaningful communication.</p> <p>This training will guide you through the process of setting up and running town halls using Teams' robust features and user-friendly interface. Discover how Teams can enhance your organizational communication and bring your team together in a virtual space.</p>	Intermediate	Teams
<b>Teams: Enhancing Teamwork Organization</b>	<p>Microsoft Teams serves as a central hub for collaborative efforts, providing an organized space for groups to efficiently manage their projects. It offers features such as ongoing discussions, team announcements, and file sharing, all structured to enhance organization.</p> <p>In our upcoming webcast, we will delve into the art of organization within Teams, discussing best practices and showcasing examples of effective team and channel structures. Additionally, we will provide valuable tips on leveraging the other features that Teams offers to further enhance your team's organization and productivity.</p>	Fundamental	Teams



# Webinars & Virtual Classroom Training



<b>Teams: Fine Tuning Your Experience</b>	<p>We can't imagine modern productivity without Microsoft Teams – communications, meetings, files, and beyond. And for every major feature of Teams, there's several ways we personalize each.</p> <p>In this webcast, we're going beyond the obvious to reveal the hidden enhancements available throughout Microsoft Teams as we adjust, tweak, and personalize the Microsoft Teams experience. Access favorite M365 apps, customize conversations, stage meetings for maximum success and more!</p>	Intermediate	Teams
<b>Teams: Get Started with Teams</b>	<p>Microsoft Teams is a collaboration tool built for teamwork; you can actively connect and work together in real-time to get things done. Teams can simplify your access to M365 services to be the center of gravity for your collaboration and communication needs. In this session we'll cover brief overviews of each section within Microsoft Teams and highlight some of the new features within the Teams environment.</p>	Fundamental	Teams
<b>Teams: Get Started with Teams as a Leader</b>	<p>Microsoft Teams empowers groups to communicate and collaborate like never before. With several potential approaches to connect with others and content, what's the best way forward?</p> <p>In this webcast, we'll learn how to create a collaborative culture and team using Microsoft Teams, including the options we have to create and manage files, the creation of a team, designation of user roles, types and features of channels, and organizing it all to stage everyone for success.</p>	Intermediate	Teams
<b>Teams: Get Started with Webinars</b>	<p>While standard Teams meetings generally include a lot of interactions between participants, Webinars are more controlled. With Webinars one or several experts (the presenters) share their ideas or provide training to an audience (the attendees).</p> <p>In this webcast, we will explore the difference between meetings, Live Events, and Webinars in Teams and how to host one!</p>	Intermediate	Teams



# Webinars & Virtual Classroom Training



<b>Teams: Host Engaging Meetings</b>	<p>Microsoft Teams meetings let you connect with the people you need to reach to get your job done. Teams meetings allow you to meet face-to-face, chat, and present all in one centralized location to keep things organized.</p> <p>In this training, we will go over the before, during, and after experience with Teams Meetings while using the various available tools to make your meeting experience better in Teams.</p>	Fundamental	Teams
<b>Teams: Leveraging Breakout Rooms</b>	<p>Creating meaningful connections can be difficult in larger group settings. Breakout rooms allow meeting organizers to divide the attendees into sub-groups to facilitate discussions and brainstorming sessions. If you are an educational instructor, consider using breakout rooms to break students into small groups during class meetings. You can open and close rooms more than once during a session or move participants between rooms.</p> <p>In this webcast, we will dive into creating and managing breakout rooms and look at the different options available to meeting organizers.</p>	Intermediate	Teams
<b>Teams: Make Meetings More Collaborative</b>	<p>Microsoft Teams meetings let you connect with the people you need to reach to get your job done. Teams meetings allow you to incorporate interactive features like whiteboard and breakout rooms to engage your meeting attendees. Teams Meetings also have several engaging presentation tools to ensure your meetings run smoothly. In this training, we will go over various tools available in Teams Meetings to make your meeting experience more collaborative in Teams.</p>	Fundamental	Teams
<b>Teams: Making and Managing Calls in Teams</b>	<p>Calling in Teams supports basic Phone System features and allows you to utilize the same number across devices from your smartphone to your desk phone, so you can stay connected with Teams no matter where you are. This means that instead of using your actual desk phone, you can make regular calls through the Teams application on your computer, laptop, or mobile device.</p> <p>In this webcast, we discuss how to use the calling feature in Teams and how it can help you stay connected on the go.</p>	Fundamental	Teams



# Webinars & Virtual Classroom Training



<b>Teams: Making the Most out of Teams (Advanced Tips &amp; Tricks)</b>	<p>Join us for a dynamic webcast designed especially for power users who want to go beyond the basics. In just one hour, you'll uncover hidden productivity gems, master collaboration tools, and learn how to personalize your Teams experience for maximum efficiency.</p> <p>This session is packed with practical strategies you can start using right away. Whether you're a seasoned Teams user or just looking to level up, this session will leave you inspired and empowered!</p>	Intermediate	Teams
<b>Teams: Meeting Types Explained</b>	<p>Are you uncertain which Microsoft Teams meeting experience is right for you? Discover how to choose the right meeting type for every scenario from collaborative Teams Meetings to structured Webinars and large-scale Town Halls. Whether you are an expert Teams user or just getting started, this session will provide you with practical insights into the different types of meetings in Microsoft Teams.</p> <p>In this webcast, we look at three different Microsoft Teams meeting types and their features to help you decide what meeting type is best for your use case scenarios.</p>	Fundamental	Teams
<b>Teams: Owners &amp; Management Overview</b>	<p>As the creator of a team, you are the team owner and can customize the team and member settings. If you don't have an existing Microsoft 365 group or team, you can start from scratch and choose how your team is organized. You can also quickly create a team from an existing Microsoft 365 group. Team owners will have more elevated privileges than regular team members.</p> <p>In this webcast, we will discuss how to create, manage, and maintain a team and its channels.</p>	Advanced	Teams
<b>Teams: Premium License Overview</b>	<p>In this training, we delve into the advanced capabilities of Teams Premium, equipping end users with the knowledge and skills to maximize their collaboration experience. Here's what you'll learn:</p> <ul style="list-style-type: none"><li>• Personalization and Customization</li><li>• Enhanced Security and Compliance</li><li>• Mastering Webinars</li><li>• Virtual Appointments with Ease</li><li>• AI Meeting Notes</li></ul>	Intermediate	Teams



# Webinars & Virtual Classroom Training



<b>Teams: Schedule &amp; Produce Teams Live Events</b>	<p>Microsoft Teams Live Events are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences. Live Events require a team of organizers, producers, and presenters to help create seamless events that your entire organization can join.</p> <p>In this webcast, we discuss how to create a Live Event, the roles required for an Event, and how to prepare for, start, and stop the Event.</p>	Intermediate	Teams
<b>Teams: Shared Channels</b>	<p>Do you wish you could save time and communicate with multiple teams all at the same time? Teams often work with other teams to collaborate on projects, both inside and outside the organization. Shared channels help connect people from multiple teams seamlessly.</p> <p>In this webcast, we review when to use shared channels and how to manage them effectively.</p>	Advanced	Teams
<b>Teams: Tips &amp; Tricks</b>	<p>Microsoft Teams is essential for modern collaboration. Whether you want better messaging or powerful meeting tools, Teams has you covered. Customize your Teams experience to match your work style and instantly boost productivity.</p> <p>Join our webcast where we'll explore productivity tips and tricks like the activity feed, meeting options, and integrated apps.</p>	Intermediate	Teams
<b>Teams: Working with Files</b>	<p>Storing your files on the cloud has never been easier. Using Microsoft Teams as a front end for SharePoint and OneDrive, you can easily store, share, and co-author files. Teams manages files in your team through SharePoint and further organizes them into channel folders. Chat files are stored in your OneDrive and can also be accessed through the Teams file section.</p> <p>In this webcast, we discuss storage, access, sharing, and collaboration of files stored in Microsoft Teams, and how it can keep you productive throughout your day.</p>	Fundamental	Teams
<b>To Do: Get Started with To Do</b>	<p>Microsoft To-Do is a task management application that makes it easy to plan and manage your day. Create customizable lists to help stay on track and accomplish your tasks. In this session we will look at the features of To-Do and learn how to assign tasks, categorize your lists, and set reminders.</p>	Fundamental	To Do



# Webinars & Virtual Classroom Training



<b>Visio: Get Started with Visio Online</b>	<p>Visio in Microsoft 365 brings core Visio capabilities to help you create flowcharts, basic network diagrams, Venn diagrams, block diagrams, and business matrices. Learn how to use this as a tool to communicate complex ideas as visual diagrams that can be understood at-a-glance.</p> <p>In this webcast, we discuss the basics of Visio on the web and explore how to create, format, and collaborate on diagrams.</p>	Fundamental	Visio
<b>Viva: Collaborating with Viva Engage</b>	<p>Viva Engage allows you to collaborate with your colleagues in a way that best suits your workflow.</p> <p>In this webcast, we will dive into an overview of Engage and its key features. We will demonstrate how to access your profile, adjust your settings, and collaborate within Engage communities.</p>	Fundamental	Microsoft 365
<b>Viva: Insights - User Experience</b>	<p>When people are empowered, they think better, they are more creative, and achieve more together. Microsoft Viva is an employee experience platform that positions everyone to be their best from anywhere. Viva is integrated into Microsoft 365 apps like Teams and Outlook, and helps us establish better work practices and maximize our potential for success.</p> <p>In this webcast, we'll explore Viva Insights, part of the Microsoft Viva platform. Viva Insights is designed to improve productivity and well-being by providing data-driven, privacy-protected insights along with actionable recommendations to understand our work habits, strengthen connections with colleagues, and enhance our work-life balance.</p>	Fundamental	Viva
<b>When to Use What: Calendar Options in M365</b>	<p>There are many options for calendars in Microsoft 365. In this webcast, we'll explore the different options you have including group calendars, channel calendars, SPO calendars, and the SPO events web part. We'll also take a look at use case scenarios, best practices, and things to consider for each.</p>	Fundamental	Microsoft 365; Outlook; Teams; SharePoint
<b>When to Use What: Excel vs. Power BI</b>	<p>Unsure how to make the most of your data? Join us to explore the key differences between Microsoft Excel and Power BI, focusing on their unique strengths and use cases. This session aims to equip you with the knowledge to choose the right tools for your data analysis and visualization needs. We will also discuss common scenarios that help you to know when to use what application.</p>	Intermediate	Power BI; Excel



# Webinars & Virtual Classroom Training



<b>When to Use What: Microsoft Lists vs Excel</b>	Join us as we dive into the key differences between a Microsoft List and Excel. We will explore when to use each application. This session will conclude with building a list from a template and modifying the list to fit our needs.	Intermediate	Lists; Excel
<b>When to Use What: OneDrive, Teams, &amp; SharePoint Online</b>	Teams, OneDrive, and SharePoint each offer us the ability to create and manage files. Teams and SharePoint offer us more functionality than OneDrive when it comes to collaborating with others. One question we hear often is “what are the differences between Teams, OneDrive, and SharePoint? And when should I use which?” In this session, we will share a quick overview of each application, discuss how they work together, and their differences.	Fundamental	Teams; OneDrive; SharePoint
<b>When to Use What: What M365 Group Suits You</b>	Join us as we explore what groups are available in the Microsoft ecosystem and which one is right for your task at hand. We’ll focus on Microsoft 365 Groups and all the places they connect - from Teams to SharePoint and even Planner - but will also cover the differences between distribution groups, security groups, and shared mailboxes.	Advanced	Microsoft 365
<b>Whiteboard: Get Started with Whiteboard</b>	Get everyone working together on Whiteboard. Learn how to bring a whiteboard into your Teams meeting or create your whiteboard from the Whiteboard hub. After we create our whiteboard we will learn how to use the different tools and templates. You can even export the whiteboard to share with those that missed the meeting.	Fundamental	Whiteboard
<b>Windows 11: 01 Get Started</b>	<p>Ready to level up your Windows game? Whether you're a seasoned Windows warrior or just stepping into this world of Windows 11, this webcast is your launchpad to success.</p> <p>Join us for the first in our Windows 11 webcast series, providing a walkthrough of the latest features and fresh design that make Windows 11 feel like a breath of digital fresh air. We’ll demystify the new Start menu, show you how to multitask like a pro with Snap Layouts, and explore the revamped settings that put you in control.</p>	Fundamental	Windows 11
<b>Windows 11: 02 Productivity Boosters</b>	<p>Is your Windows 11 desktop cluttered with open apps, hidden shortcuts, and mystery features you didn’t even know existed? It’s easy to miss the tools that could actually make your day smoother and faster. From snapping windows to the emoji panel, the productivity boosters are there—but are you using them?</p> <p>In this webcast, the next in our Windows 11 series, we’ll explore Windows 11 features designed to help you work smarter, not harder—so you can spend less time clicking around and more time getting things done.</p>	Fundamental	Windows 11



# Webinars & Virtual Classroom Training



<b>Windows 11: 03 Security &amp; Customizations</b>	<p>Take control of your Windows 11 experience. This session covers essential security features such as Windows Hello and privacy settings, along with customization options for themes, notifications, and performance. Attendees will leave with the skills to tailor their device to their preferences while staying secure and up to date.</p> <p>In this webcast, we look at various security features, settings, and notifications in Windows 11.</p>	Intermediate	Windows 11
<b>Windows 11: 04 Collaboration &amp; Cloud Integration</b>	<p>Discover how Windows 11 transforms the way you collaborate and connect in today's hybrid work environment. This session explores powerful features like integrated Microsoft Teams chat, seamless OneDrive syncing, and real-time co-authoring in Word, Excel, and PowerPoint. Learn how to share files effortlessly, communicate across devices, and streamline your workflow with cloud-powered tools.</p> <p>Whether you're working remotely or in the office, Windows 11 makes teamwork intuitive and efficient!</p>	Intermediate	Windows 11
<b>Windows 11: Overview</b>	<p>Windows 11 is designed to be faster and more secure than previous versions of Windows. Built-in security features mean you no longer need any third-party protection slowing down your PC. New notification features allow you to block distracting alerts to make sure you can focus on the tasks at hand. Utilize a multitude of Windows accessibility features to make Windows work for you.</p> <p>This webcast is an overview of our Windows 11 experience. Learn how to navigate the basics and personalize your environment. Take a look at updated features, as well as various settings and accessibility options.</p>	Fundamental	Windows 11
<b>Word: 01 Introduction to Microsoft Word</b>	<p>Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365. In this live training will get users more familiar with the basic features and functions of Microsoft Word. We'll start with what it's used for and some of the benefits, go over how to access the application, basic navigation, and then move into the foundations of editing and formatting. This session and subsequent trainings in the series are focused mainly on Word Desktop.</p>	Fundamental	Word



# Webinars & Virtual Classroom Training



<b>Word: 02 Next Steps in Word</b>	Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365. This is part 2 in the Word series. In this live training will show you how you can start to take your documents to the next level. We'll show you how to work with images and illustrations, advanced formatting, tables, as well as headers and footers.	Intermediate	Word
<b>Word: 03 Advanced Microsoft Word</b>	Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365. This is part 3 in the Microsoft Word series. In this live training will show you how you can start to take your documents to the next level. We'll show you how to create a table of contents, build an index, and add endnotes and footnotes. In addition, how to use track changes, accept or reject changes, and compare and combine documents. Lastly, we will showcase how to secure a document, share a document, and save a document to the cloud.	Advanced	Word
<b>Word: 04 Word Online and Mobile</b>	Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365. This is part 4 in the Word series. In this live training we will show the benefits of using Microsoft Word Online and Word Mobile. In this webcast, we see how Word Online and Word Mobile share features but have some differences compared to the desktop application. We will cover how to organize documents in the cloud and share them with others for collaboration.	Fundamental	Word
<b>Word: Creating Effective Microsoft Word Templates</b>	Join us as we dive into Microsoft Word and discuss how to create effective Microsoft Word templates. Discover how templates can streamline document creation, enhance collaboration, and ensure compliance with organizational standards. This session will cover key elements like themes, styles, fonts, and more to help you build professional documents effortlessly.	Intermediate	Word
<b>Word: Document Freedom with Word Online</b>	Did you know that you can use Word from virtually anywhere with the online version? Use this powerful application to unchain yourself from the desktop app! This webcast will cover how to access and navigate Word online, how to co-author documents in Teams and using OneDrive to work on Word documents.	Fundamental	Word



# Webinars & Virtual Classroom Training



<b>Word: Master Styles &amp; Documents in Word</b>	<p>Microsoft Word has many ways to style your document to make it suit your best look.</p> <p>In this training we will be covering how to create, edit, and customize your document. We will show how to effectively utilize the themes to get a consistent style throughout your document. We will also show advanced editing features of Microsoft Word.</p>	Intermediate	Word
<b>Word: Taking Templates to the Next Level</b>	<p>Learn how to enhance your document design with powerful features like Quick Parts, headers and footers, numbered outlines, and more. Through live demonstrations, you'll discover how to navigate large documents using Styles and the Navigation Pane, master section breaks for complex layouts, and troubleshoot common issues along the way. Whether you're working on reports, manuals, or business templates, this session will equip you with the tools and tips to create polished, professional documents with ease.</p>	Advanced	Word
<b>Word: Working and Collaborating with Documents in Microsoft Word</b>	<p>Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365.</p> <p>This live training will show you how to access and navigate different versions of Microsoft Word; explore formatting options like headers, footers, and table of contents; learn about ways to collaborate with Word including sharing a file, co-authoring, and adding comments; and wrap up with looking at version history.</p>	Fundamental	Word