

Office Productivity Training

Services Catalog



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About Us

Office Productivity Training

Office Productivity Training (OPT) provides clear, supportive Microsoft 365 training designed for everyday users, not IT professionals.

Our Story

Founded in 2017 by Debra Lassman and Gina Niebrugge, OPT was created to continue delivering the kind of practical, people-centered training organizations were asking for, training that respects learners' time, meets them where they are, and helps them work more efficiently right away. With backgrounds in computer training and program development, Debra and Gina understand the challenges employees face when tools change faster than training keeps up. OPT's sessions focus on real-world tasks, common frustrations, and practical workflows that participants can immediately apply on the job.

What You Can Expect

- End-user focused instruction, practical and easy to follow
- A calm, supportive teaching style that builds confidence
- Real workplace examples, not generic demos
- Flexible delivery for individuals, teams, and organizations

How Our Training Works

Training Formats

At Office Productivity Training (OPT), we deliver practical, end-user-focused Microsoft 365 training that reduces overwhelm and helps people work more confidently and efficiently. Sessions are supportive and centered on real-world tasks participants can use right away.

Private Organization Training



Delivered exclusively for your organization (virtual and in-person when available). Pacing and examples can be tailored to your team. Pricing is based on session length rather than seats.

Open Enrollment Webinars



Live, virtual public sessions anyone can attend. Typically 90 minutes, priced per person, and ideal for individuals or small teams who want a focused topic with a set agenda.



How Our Training Works

Course Lengths and Flexibility

Choose the duration that fits your schedule and goals:

90 Minutes

Focused, topic-specific sessions

2 Hours

Deeper dives into a single skill set

4 Hours

Core courses that can be delivered as one session or split into two parts

8-14 Hours

Multi-session training for advanced tools such as the Power BI Data Analysis Practitioner, delivered across multiple days.

Many 4-hour courses are modular, making it easy to spread learning across multiple days and reduce screen fatigue while keeping the experience cohesive.

How Our Training Works

Pricing Approach

Webinar pricing reflects course depth and complexity. Introductory topics are priced to remain accessible, while advanced topics reflect additional depth. Pricing is listed with each course description, and we're happy to help you choose an approach that fits your goals and budget.

Not Sure What Fits?

We can help you select the right course, format, and schedule for your organization—so training stays practical, useful, and manageable.



Training Categories

Microsoft 365 Productivity Tools

These courses build everyday Microsoft 365 skills for writing, presenting, email, and staying organized. Training focuses on practical, time-saving features and real-world workflows that help users work more efficiently and confidently.

Courses Include:



Word



Powerpoint



Outlook



OneNote



OneDrive



Forms



Planner



Loop



To Do

Training Categories

Microsoft 365 Data & Analysis Tools

These courses focus on working with data in Excel and Power BI, from building strong foundations to performing more advanced analysis. Training emphasizes practical techniques for organizing data, creating meaningful insights, and working more efficiently with real-world datasets.

Courses Include:

- Excel Fundamentals
- Excel Intermediate
- Excel Expert
- PivotTables
- Excel Dashboards
- Power Query
- Excel Data Model
- Power BI



Training Categories

Microsoft 365 Collaboration & Communication

These courses focus on using Microsoft 365 tools to communicate clearly, collaborate effectively, and work well as a team. Training covers practical features for meetings, shared work, and everyday collaboration, helping users feel more confident and productive when working with others.

Courses Include:



- Teams Basics
- Teams Meetings
- Teams Channels
- Copilot for
Microsoft 365

In development / Available by request

Training Categories

Copilot Integration Across Microsoft 365

Coming Soon

This category includes short, focused courses designed for organizations that are beginning to explore how Copilot can support work across Microsoft 365 applications. Training will emphasize practical, responsible use and real-world scenarios that connect tools together without adding complexity.

Initial offerings are expected to be 90-minute or 2-hour sessions, allowing teams to learn and experiment in a manageable, low-pressure format.

Courses Include:



- Copilot in Word
- Copilot in Excel
- Copilot in PowerPoint
- Copilot in Outlook
- Copilot in Teams
- Copilot in OneNote & Loop
- Copilot Across Microsoft 365

Microsoft 365 Productivity Tools

Category Overview

These courses focus on the everyday Microsoft 365 tools employees use to create documents, manage information, and stay organized. Training emphasizes practical features, time-saving workflows, and consistent usage across teams. Productivity Tools courses are typically delivered as **2–4-hour private training sessions** and may be combined into longer programs for organizations.



Outlook

- Making Your Outlook Inbox Work for You
- Maximize Productivity with the New Outlook App



Powerpoint

- Creating Powerful Presentations



Word

- Time-Saving Tips for Word: Do More with Less Effort



OneNote

- Using the OneNote App to Organize Projects



OneDrive

- OneDrive for Business: Managing Files and Collaboration in the Cloud



Forms

- Microsoft Forms Essentials



Planner/ To Do

- Smart Task Management: To Do, Planner & Teams



Loop

- Covered within Teams-based productivity training

For organizations that work heavily with data, reporting, and analysis, OPT also offers in-depth Excel and Power BI training.

Microsoft 365 Data & Analysis Tools

These courses focus on working with data, analyzing it, transforming it, and presenting it clearly to support better decisions. Training ranges from foundational Excel skills to advanced reporting and business intelligence using Power BI.

While some data topics can be introduced in shorter sessions, many Data & Analysis courses are intentionally delivered as longer, in-depth training to ensure continuity, hands-on practice, and real skill development.

Excel Training Pathway

OPT's Excel training is designed as a progressive pathway, allowing organizations to build skills logically over time.

Excel Foundations

Excel Fundamentals, Excel Intermediate courses establish core spreadsheet skills, formulas, functions, and worksheet management.



Advanced Excel Reporting

Excel Advanced, Excel Expert
These sessions focus on advanced functions, structured data, and tools used to analyze and summarize information more effectively.

Microsoft 365 Data & Analysis Tools

Data Analysis & Visualization

Excel Dashboards, Power Query Basics, and the Data Model, Advanced Power Query. These courses introduce data transformation, data modeling, and dashboard-style reporting using Excel's modern data tools.

Power BI Training

For organizations that require deeper analytics and interactive reporting beyond Excel, OPT offers Power BI training designed for real-world reporting needs. Microsoft Power BI, Data Analysis Practitioner (extended program), Power BI for End Users, Advanced Skills (4-hour course)

Power BI training is typically delivered as extended or multi-session programs and is best suited for teams working with larger datasets, recurring reports, or shared dashboards.

How Organizations Use These Courses

Organizations commonly use Data & Analysis training to:

- Build consistent Excel skills across teams
- Reduce manual reporting and spreadsheet errors
- Create dashboards and reusable reports
- Prepare teams for Power BI adoption
- Support data-informed decision-making

Data Automation & App Development (Planned, By Request)

OPT is continuing to expand training offerings in Microsoft's data automation and app tools, including Power Automate and Power Apps.

While standardized courses in these tools are still in development, training can be designed and delivered by request for organizations with specific automation or app-building needs.

Microsoft 365 Collaboration & Communication

These courses focus on helping teams communicate clearly, collaborate effectively, and work together more consistently using Microsoft 365 tools. Training emphasizes the practical, everyday use of Microsoft Teams and related collaboration features to reduce confusion, improve meetings, and support shared work.

Collaboration and Communication courses are commonly delivered as 2-hour private training sessions and may be combined to support broader team workflows.

Teams Channels & Collaboration

Work Smarter in Teams, Lists, Loop, Planner, To Do, and Workflow

Teams Basics & Meetings

Collaborating with Your Co-Workers in Microsoft Teams

Microsoft Teams Training

OPT's Microsoft Teams training is designed to support users at different stages of adoption, from improving everyday meetings to using channels and apps more effectively.



Microsoft 365 Collaboration & Communication

How Organizations Use Teams Courses

Organizations commonly use Collaboration and Communication training to:

- Improve consistency in how Teams is used across departments
- Reduce confusion around chats, channels, and files
- Run more productive online meetings
- Support collaboration for remote and hybrid teams
- Introduce built-in apps that streamline teamwork

Copilot for Microsoft Teams

OPT is developing training that addresses how Microsoft Copilot integrates with Microsoft Teams to support meetings, collaboration, and communication.

While standardized Copilot for Teams courses are still in development, **custom training is available by request** for organizations exploring Copilot features within Teams.

**(In Development,
Available by Request)**



Copilot Integration Across Microsoft 365

These courses focus on helping users understand and apply Microsoft Copilot across everyday Microsoft 365 tools. Training emphasizes practical, step-by-step use of Copilot to support writing, analysis, communication, and organization, without requiring technical or advanced AI knowledge. Copilot training is designed to help organizations adopt AI thoughtfully, building confidence and good habits while setting realistic expectations.



Copilot Training Topics

Copilot training may be delivered as focused sessions or combined with existing Microsoft 365 courses, depending on organizational needs.

Copilot Across Microsoft 365

Copilot in OneNote and Loop

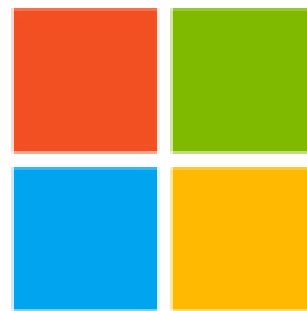
Copilot in PowerPoint

Copilot in Outlook

Copilot in Teams

Copilot in Word

Copilot in Excel



Microsoft 365

Copilot Integration Across Microsoft 365

How Organizations Use Copilot Training

Organizations commonly use Copilot training to:

- Provide a structured introduction to Copilot features and everyday use cases
 - Help users write, summarize, and organize information more efficiently
 - Improve confidence using AI within familiar Microsoft 365 tools
 - Establish responsible, consistent Copilot usage across teams
 - Support gradual adoption rather than one-time rollout training
-

Course Availability

OPT is actively developing standardized Copilot courses as Microsoft continues to evolve Copilot features across Microsoft 365.

In the meantime, **custom Copilot training is available** by request for organizations currently using Copilot or preparing for adoption.



90-Minute Courses

(Open Enrollment Webinars)

OPT also offers short, focused 90-minute courses delivered as live, open-enrollment webinars throughout the year. These sessions are designed for individuals and small teams who want practical, job-ready skills without a long-term commitment.

Webinars follow a set agenda and focus on real-world tasks participants can apply immediately. Many of these topics are also available as private or customized training for organizations. Webinar versions are designed as focused introductions, while private training sessions allow for deeper coverage, practice time, and team-specific questions.

Microsoft Excel



Excel L1 – Basics

Excel L2 – Formulas & Functions

Excel L3 – Tables & Pivot Tables

Excel L4 – Interactive Dashboards

Excel L5 – Power Query Basics

Excel L6 – Advanced Functions

90-Minute Courses (Open Enrollment Webinars)

Productivity & Microsoft 365 Tools

Time-Saving Tips for Word: Do More with Less Effort

Create PowerPoints Like a Pro

Making Your Outlook Inbox Work for You

Maximize Productivity with the New Outlook App

Using the OneNote App to Organize Projects

Microsoft Teams & Collaboration

Microsoft Teams Channels: Organize Your Work & Collaborate Better

Professional Skills

Emotional Intelligence for Success

The Secrets of Effective Time Management

90-Minute Courses (Open Enrollment Webinars)

Additional Topics Offered Periodically

Mastering Task Management with To Do & Planner

Some webinar topics are offered on a limited or annual basis, depending on demand and updates to Microsoft 365.

Planned Webinar Topics (In Development)

Microsoft Loop for Everyday Work

Outlook Productivity Power Tools (2026 Edition)

Microsoft 365 for Busy Professionals: What to Use When

OPT is developing additional webinar topics for 2026. These sessions are currently in development and may be offered later in the year.



Next Steps

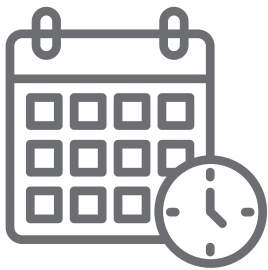
Getting started with Office Productivity Training is simple. Choose the option that best fits your needs.

Attend an open enrollment webinar

Open enrollment webinars are live, virtual sessions that anyone can attend. These sessions follow a set agenda and focus on a specific topic or skill. They are ideal for individuals or small teams who want targeted training in a short timeframe. Upcoming webinar topics and registration details are available on our website.



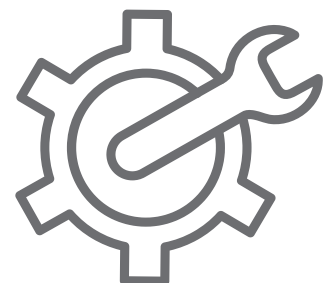
Schedule private training for your organization



Private training is delivered exclusively for your organization and can be customized by topic, audience, and session length. Sessions may be delivered virtually or in person when available. Private training is priced by session length rather than by individual seats.

Pricing and customization

Because training needs vary by topic, format, and audience, pricing is provided upon request. We are happy to discuss options and recommend an approach that aligns with your goals, timeline, and budget.



Contact Us

Office Productivity Training

To request pricing, course descriptions, schedule training, or ask questions, please contact us directly.



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officeproductivitytraining.com/contact-us

We look forward to working with you and supporting your team's success with Microsoft 365. We work with organizations of all sizes and are happy to help you determine the best approach.