90 Minute Webinar Descriptions

The 10 Best New Features in Office 365

Microsoft adds new features to its most popular Office 365 desktop applications throughout the year, including Word, Excel, PowerPoint, and Outlook. Some of the new enhancements are obvious, for example, Word and Outlook's new Word Prediction feature. Other options are more subtle but still excellent productivity tools. Let us show you what is new in your favorite Office Desktop applications and help improve your productivity.

Topics Include:

- Word & Outlook Editor
- Word Prediction
- Live Co-Authoring
- New Excel Charts
- Visio Add in
- PowerPoint Zoom
- PowerPoint Present in Teams
- PowerPoint Record and Export
- PowerPoint Teleprompter View
- Office 365 Online Features

Create Forms in a Flash with Microsoft Forms

This 90-minute webinar teaches you how to effectively use the Microsoft Forms app to create interactive forms, surveys, and assessments.

Microsoft Forms is a simple Office 365 app that allows you to quickly create surveys, polls, assessments, and evaluations. Once the form is designed and sent, you can easily capture and track your responses.

Topics Include:

- Creating a new form or survey
- Using different question types
- Using branching to link questions and responses
- Previewing your form or survey
- Sharing your form/survey with participants and co-authors
- Tracking the data results
- Downloading data results to Excel

90 Minute Webinar Descriptions

Collaborating with your Co-Workers in Microsoft Teams

Did you learn Microsoft Teams on the fly? Now that you know the basics, it's time to learn how to master Teams collaboration features and make your Teams meetings more productive.

This 90-minute webinar will demonstrate Microsoft Teams Tips and Tricks that will help you collaborate more proficiently with your co-workers both in and outside the office.

Topics Include:

- Frequent Teams' commands
- Switching your status
- Filtering messages with @mentions
- Marking messages as unread
- Bookmarking content
- Creating favorite teams and channels
- Reordering teams
- Adding tabs
- Adding subject lines
- Polls
- Starting calls within the chat
- Recording and transcribing meetings
- Taking meeting notes
- Creating files and collaborating
- Speed dial
- Using the whiteboard

90 Minute Webinar Descriptions

Using The OneNote App to Organize Projects

OneNote is more than a notetaking application. Not only does it allow users a secure cloud-based option for sharing and collaborating project ideas, but it also integrates with Outlook and Teams, making it the most straightforward application for capturing, storing, and sharing information.

With new versions and upgrades, OneNote's capability keeps evolving. This 90-minute webinar will help you discover the power of OneNote and learn what this app has to offer.

Topics Include:
- Creating a OneNote notebook in OneDrive
- Working with sections and pages
- Adding files, pictures, webpage links, audio, video, and screen clippings
- The Immersive Reader
- Tags and to-do lists
- Search features
- Sharing your notebook with others
- Saving Outlook items to OneNote
- Creating Meeting Notes in OneNote
- Using OneNote as a Collaboration tool in Teams
- Fluid documents and what's new

90 Minute Webinar Descriptions

Making the Most of OneDrive

OneDrive for **Business** is a place where you can store files from your computer into the cloud, access them from any device, or share them with others. As part of Office 365 or SharePoint Server, **OneDrive** for **Business** lets you update and share your files from anywhere and work on Office documents with others simultaneously.

This 90-minute minute webinar will teach you how to effectively manage and share your files and collaborate with your team from anywhere.

Topics Include:

- An explanation of cloud computing
- Navigating OneDrive for Business
- Search for files
- Working with folders
- Uploading files
- Viewing file properties
- Checking version history
- Sorting and filtering
- Downloading copies of files
- Sharing folders
- Sharing files
- Viewing/changing share permissions
- Using the Office 365 Apps on OneDrive for Business
- Creating and deleting files on OneDrive for Business
- Switching to the Desktop App
- Saving to OneDrive using the Desktop App
- Use Automate to create a basic workflow

Prerequisite: All participants must be logged in to OneDrive before the training begins.

90 Minute Webinar Descriptions

Create PowerPoints Like A Pro

PowerPoint is more than just an application for creating slides. With each new version and enhancement, PowerPoint has become a powerful tool for creating and delivering engaging and professional presentations.

Discover the PowerPoint tools available for creating presentations that will make your audience sit up and listen.

Topics Include:

- Creating slide decks
- The Slide Master
- SmartArt diagrams
- Illustrations and graphics
- The Design Ideas
- Animation tips
- Morph and transitions
- The Zoom, Summary, and Section features
- Collaborating with OneDrive and Teams
- Slideshow presentation tips

Making Your Outlook Inbox Work for You

Keeping track of your emails, meeting updates, and short-term and long-term tasks have become a real chore. Even the most experienced Outlook user can take advantage of the time management tips and tricks shared in this workshop.

This 90-minute webinar will teach you how to organize your inbox using Outlook tools.

Topics Include:

- View Customization Options
- Conversation View
- Focused View
- Conditional Formatting
- Quick Steps
- Email Timesavers
- Message Tracking and Delivery Options
- Quick Parts
- Editor, Read Aloud and Word Prediction

90 Minute Webinar Descriptions

Excel L1 - Basics

Are you Self Taught in Excel?

Do you know enough to get by in Excel but are unsure of everything the program can do? The key to becoming an Excel master is learning the shortcuts and tips that save you time. Learn the basics of spreadsheet data structure, formulas, and formatting and be ready to take the spreadsheet world by storm.

This 90-minute webinar will teach the Excel fundamentals that all users need to know. As well as the shortcuts and tips that are invaluable. No experience in Excel is required to take this beginner course.

Topics Include:

- Excel Screen Overview
- View Options
- Navigation Shortcuts
- Data Entry Shortcuts
- Data Ranges
- Adjusting Columns and Rows
- Creating Formulas
- Autofill and Flash Fill
- Paste Special Features
- Formatting
- Basic Functions
- Page Layout Features

Excel L2 – Formulas & Functions

The best shortcuts in Excel are the calculations available through formulas and functions. This 90-minute webinar will teach the most useful Excel functions that all users need to know.

Topics Include:

- Absolute values
- Named Ranges
- The IF Function
- VLOOKUP
- XLOOKUP
- The Goal Seek

90 Minute Webinar Descriptions

Excel L3 – Working with Data Lists & Pivot Tables

Pivot Tables are the best tool for creating interactive reports and charts that summarize itemized lists and tables. Creating a Pivot Table is only the first step; knowing extra features and shortcuts is what makes you a PivotTable pro.

Learn the Excel tools and shortcuts that will help you create professional, interactive PivotTables

Topics Include:

- Creating Tables
- Table Options
- Creating a PivotTable
- Filtering PivotTable data
- Formatting PivotTables
- Data refreshing options
- Slicers and Timelines
- Grouping data
- PivotTable Report Filter Pages (Creating Multiple PivotTables from One)
- Changing the value summary total

Excel L4 – Managing Multiple Worksheets

Trying to combine and summarize multiple worksheets in Excel can be time-consuming. This 90-minute webinar will help you learn best practices and tricks for quickly creating, summarizing, and combining data from multiple worksheets.

Topics include:

- Viewing multiple worksheets at once
- Copying entire worksheets
- Grouping worksheets
- Copying formulas between worksheets
- Creating 3-D Formulas
- Inserting hyperlinks to another cell
- Combine table data from multiple worksheets using Power Query

90 Minute Webinar Descriptions

Excel L5 – Creating an Interactive Dashboard

An Excel Dashboard page is a reporting tool that keeps track of your spreadsheet data's key performance indicators. Dashboards usually contain charts, tables, and views linked to data, making it easier to visualize your wins, losses, and goals. While you can purchase multiple software programs to create a dashboard, you can create your own using simple tools already available in the Excel application.

This 90-minute webinar will teach you how to create a simple dashboard using Excel tools. Demonstrated tools include tables, pivot tables, slicers, data validation tools, charts, and the Excel camera feature.

Topics include:

- Adding a Dashboard Sheet
- Adding PivotTables to the Dashboard Sheet
- Grouping/Ungrouping Date Fields
- Changing the Layout of a Pivot Table
- Removing Subtotals from a Pivot Table
- Changing the Format of a Pivot Table
- Adding a Pivot Chart
- Adding a Timeline to a Pivot Table
- Adding a Slicer to a Pivot Table
- Connecting Multiple Pivot Tables to the same Slicers/Timelines
- Inserting a People Graph
- Using the Excel Camera Tool
- Hiding the Source Worksheets

90 Minute Webinar Descriptions

Excel L6 – Power Query Basics

Excel is an excellent tool for managing large data lists from many sources, but what do you do if your data is inconsistent? Data entry inconsistencies, formatting, and different column names can make working with your Excel information hard. Using the Power Query tool helps you import or connect to different data sources and then shape, clean, and transform that data in a way that is easier for you to analyze using tables, charts, and PivotTables.

This 90-minute webinar teaches the basics of using Excel's Power Query to clean data imported into Excel from other worksheets or data sources.

Topics include:

- Overview of Power Query
- The Power Query Interface
- Connecting to Source Data
- Transform Data
- Removing Columns
- Changing Data Types
- Filtering Data
- Split Column
- Add Column-Column from Example
- Add Column – Custom Column
- Replace Values
- Removing Rows
- Removing Duplicates
- Removing Blank Rows
- Loading Data to Excel
- Adding and Refreshing Data

Excel L7 – Advanced Power Query

Transform and manage your data lists with ease with Power Query. You can quickly analyze and report large data lists using this advanced Excel tool. This 90-minute hands-on workshop teaches users how to combine lists into Excel's data model using the Power Query tool and create multiple table Pivot Tables.

Topics include:

- The Power Query Builder
- The Data Model
- Creating relationships between tables
- Creating a multiple table PivotTable
- Creating a Merge Query

90 Minute Webinar Descriptions

Excel L8-Creating Forms with Developer Tools & VBA

Creating a user form in Excel doesn't have to be a challenging task. This 90-minute webinar explains how to create a user form in Excel using the Developer tabs form controls, properties, and simple VBA code. Once the form is created, you will learn how to store the form results in an Excel table.

Topics Include:

- The Excel Data Entry Form Option
- Creating a Macro Enabled worksheet
- Adding the Developer tab
- Adding Content Controls to a Form worksheet
- Working with Control Properties
- Formatting Form Worksheet
- Creating a Data Storage Table
- Using the ValidateForm() function in Visual Basic
- Using the Reset() function in Visual Basic
- Using a Command Button and Visual Basic code to save the record to the data table
- Protecting Form Worksheets