

## MICROSOFT OFFICE 365

At Phoenix we understand organisations are transitioning into a hybrid working model, which may be accelerating the pace of digital transformation. We understand that your users may be at different points on that journey and therefore our selection of workshops can be tailored to suit your organisation's needs.

The aim of the workshops is to transform how people work, truly embedding the Microsoft tools into your organisation, delivering value for money from your licensing.

### GET MORE FROM M365

Already using M365 and want to know more? Phoenix can provide training on all the Microsoft products shown below:

Application	Overview	Audience
Outlook	Learn basic navigation for communication, collaboration and security in Outlook.	End users
Word	Learn basic navigation for formatting, accessibility, version control and dictation in Word.	End users
Excel	Learn basic navigation for formulas, formatting and sheets in Excel.	End users
PowerPoint	Learn basic navigation for creating and presenting in PowerPoint and PowerPoint Live.	End users
One Note	Learn how One Note can help improve information governance and collaborate with others.	End users
Planner	Learn how to create, assign and track your team's tasks using Planner	End users
To Do	Learn how to manage your tasks effectively and share with others by using To Do.	End users
Lists	Learn how Lists can help you and your team manage and create datasets for your day-to-day processes.	Admin users and IT
Approvals for Microsoft Teams	Learn how to create, manage and share approvals workflows in Teams.	End users
Shifts for Microsoft Teams	Learn how Shifts can help you to manage your workforce, creating schedules, groups and shifts.	Shift schedulers and End users
Bookings	Learn how Bookings can improve scheduling and manage your team's appointments easily.	Project managers and End users
Forms	Learn how Forms can help you engage with others and easily review responses.	Admin users
Sway	Learn to Improve your presentations with Sway and help produce engaging interactive information.	End users
Whiteboard	Learn how Whiteboard can help you collaborate and work digitally.	End users
Stream	Learn how to create, upload and share videos using Stream.	End users
Yammer	Learn how Yammer connects your organisation, creating a social network space.	End users

### ACCESSIBILITY

Our Accessibility workshop will provide guidance and insights for all employees to be able to make the best use of Microsoft accessibility tools. This will support everybody in the digital workspace and raise awareness on how to help others.

<b>Application</b>	<b>Overview</b>	<b>Audience</b>
Office 365	Learn how to use tools such as immersive reader, read aloud, dictation, translation and accessibility checker.	End users
Windows 10/11	Learn how to change settings for personal use such as Ease of access, colour filters, mouse pointer/colour and windows 10 shortcuts.	End users
Translator and other Apps	Learn about other tools such as Microsoft Lens, Microsoft Translator and Seeing AI app.	End users

## IMPROVE YOUR PROCESSES WITH POWER PLATFORM

Our Phoenix specialists will teach you about automated workflows, create apps, and explore the use of virtual agents with chatbot options. In addition, learn how to use Power BI to analyse data to make informed decisions.

<b>Workshop</b>	<b>Overview</b>	<b>Audience</b>
Power Automate	Learn how to create automated workflows between applications and services to automate repetitive business processes.	IT Managers
Power Apps	Learn how to create custom web-based and mobile apps without the need for developer skills.	IT Managers
Power Virtual Agents	Learn how to create powerful virtual agents or chatbots.	IT Managers
Power BI End User Training	Learn how to use a powerful analytical tool, to gather data from different sources in real-time.	Power BI End Users

## CLOUD DOCUMENT STORAGE

Our cloud document storage workshops will transform how your organisation collaborates with each other and improves information governance.

<b>Workshop</b>	<b>Overview</b>	<b>Audience</b>
One Drive	Learn how to work confidently within SharePoint to collaborate with others	End users
SharePoint	Learn how to work confidently in One Drive with autosave, version control, and managing access to your documents.	End users

## MICROSOFT TEAMS

Our Microsoft Teams workshops will build confidence in your workforce and improve communication and collaboration, with workshops covering just the essentials or more specialist options to change processes.

<b>Workshop</b>	<b>Overview</b>	<b>Audience</b>
Teams Meetings Essentials	Learn how to communicate and collaborate effectively in teams' meetings.	End users
Using Teams Sites	Learn how to collaborate effectively using Teams Sites. (content depends on governance set ups)	IT teams End users
Breakout Rooms	Learn how to set up and administer breakout rooms to improve your workshops and training sessions	End users
Teams Live Events/ Webinar	Learn how to set up and run a live event or a webinar.	IT Teams End Users

Please note this is just a list of some of our training products available. If you are interested in exploring the capabilities of Microsoft technologies and the wider impact it can have within your organisation, then please request a copy of our more in-depth sector specific training catalogues from your Account Manager.