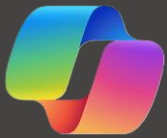


BESPOKE TRAINING TOPICS



Every organisation is different. Training is tailored to your team's objectives, challenges and skill levels.



COPILOT

Popular topics include:

- ✓ AI Fundamentals
- ✓ Prompt Engineering
- ✓ Copilot in PowerPoint
- ✓ Copilot in Excel
- ✓ Copilot in Word
- ✓ Copilot in Teams & Outlook



EXCEL

Popular topics include:

- ✓ Excel Foundations
- ✓ Essential Formulas
- ✓ Logic & Lookup Functions
- ✓ Pivot Tables & Charts
- ✓ Data Validation
- ✓ Conditional Formatting



WORD

Popular topics include:

- ✓ Professional Documents
- ✓ Formatting & Layout
- ✓ Styles & Templates
- ✓ Long Document Management
- ✓ Collaboration Improvements
- ✓ Image Tools



POWERPOINT

Popular topics include:

- ✓ Professional Presentations
- ✓ Storytelling & Structure
- ✓ Design Principles
- ✓ Presenting Data Efficiently
- ✓ Transitions & Animations
- ✓ Audience Engagement



TEAMS & OUTLOOK

Microsoft Teams and Outlook training is designed to help employees communicate, collaborate and manage their workload more effectively. Training focuses on practical techniques that save time, reduce inbox overload, improve meeting management, file sharing & collaboration and increase team efficiency.



NEED SOMETHING DIFFERENT?

If you can't see what you need, that's exactly what Option 2 is designed for. We build programmes from scratch around your team, your tools and your goals – get in touch to find out more.

PRACTICAL TRAINING. REAL IMPACT