The Learning Technologies Team, In Partnership with the Microsoft Customer Experience Centre, are excited to announce the next round of training focussing on the Microsoft Office 365 family of products that have a broad range of uses across the organisation.

Wednesday 16th June – Microsoft Forms

Microsoft Forms is a user-friendly application, part of Office 365, where users can easily create surveys, quizzes and polls, invite others to respond to it using almost any web browser or mobile device, see real-time results as they're submitted, use built-in analytics to evaluate responses, and export results to Excel for additional analysis or grading. Topics include how to create a form from start to finish, how to optimise settings to ensure that all settings are optimised for survey respondents.

Who is it for?

Forms is a great tool for Teaching Staff, Support Staff, Managers and Students. This course is aimed at novice users and everyone is welcome.

Friday 18th June – Microsoft OneDrive

OneDrive for Business and Microsoft 365 make it easy to access, share, and collaborate on files from anywhere. OneDrive is available for mobile, web, and desktop allowing users to have access to all their files and enabling seamless collaboration no matter which device. In addition, files are stored securely to provide protection from malicious attacks or accidental deletions. Attendees will learn everything they need to get started saving, sharing, and collaborating on files.

Who is it for?

OneDrive is a fantastic tool for storing, managing and collaborating on files across the organisation. This session is for Teaching and Support Staff

Wednesday 30th June - SharePoint Intermediate

Following in from the hugely popular SharePoint for Beginners we are excited to announce the intermediate course exploring advanced features of SharePoint.

SharePoint can be used to build intranet sites and create pages, document libraries and lists. Users can add web parts to customise your content, show important visuals, news and updates with a team or communication site. This intermediate training course provides advanced site ownership and architecture training. Topics include sharing and permissions, how to manage workflows, content types, creating and managing pages in SharePoint, and architecting SharePoint communication sites using web parts on SharePoint Online.

Who is it for?

The second SharePoint Training session is aimed at advanced users that will be responsible for designing, creating and maintaining SharePoint pages, previous knowledge of SharePoint is an advantage but not essential and all are welcome

To register for any of these courses follow the link below and complete the registration form

https://forms.office.com/r/4f0RxP82pG