CLASSROOM TRAINING

	BEGINNER		INTERMEDIATE		ADVANCED		AUTOMATION	
	COURSE	#DAYS	COURSE	#DAYS	COURSE	#DAYS	COURSE	#DAYS
Office 365	Exploring Office 365	1	Get more out of Microsoft Office	1			Start to program with MS Office	2
	Office Immersion Track	5	Office 365 for collaboration	1			Microsoft PowerApps Readiness Session	1
OneNote	OneNote Getting Started	0,5	OneNote Next Level	0,5				
Teams	Office 365 Teams	1						
Outlook	Outlook to its Full Potential	1	Outlook Calendar and Tasks	0,5				
			Outlook Advanced E-mail	0,5				
SharePoint	MS SharePoint in Office 365 - Getting started	0,5	MS SharePoint for Office 365 - End User Training (MOC 55255)	2	MS SharePoint for Office 365 - Online Power User (MOC 55215)	4		
Excel	Excel Getting Started	1	Excel PivotTables	0,5	Excel Power Query and Power Pivot	0,5	Excel VBA Programming	3
			Excel Formulas and Functions Module 1	1	Excel Data Analysis	1	Excel Macros	0,5
			Excel Charts Basics	0,5	Excel Formulas and Functions Module 2	1	Excel Automating without Programming	1
					Excel Charts Advanced	0,5		
					Excel Visualize Your Data with Dashboards	1		
Word	Word Basics	1	Word Best Practices	1	Word Templates and Forms	0,5		
			Word Working With Large Documents	1	Word Advanced	2		
			Word Collaboration on Documents	0,5				
PowerPoint	PowerPoint	1	PowerPoint and Excel - A Perfect Match	1	PowerPoint Advanced Animations and Transitions	1		
Acces	Access Creating and Using Databases	3			Access Module 4 - Automating Databases without Programming	1	Access VBA Programming	3
	Access Module 1 - Designing and Creating Databases	1						
	Access Module 2 - Querying Databases	1						
	Access Module 3 - Designing Forms and Reports	1						
MS Project	Managing Projects with Microsoft Project Professional	3	Managing Projects in a Microsoft Project Server Environment	3				
	Making Dynamic Project Plans by Using Microsoft Project Professional	1						
	Staffing your Projects with Resources by using Microsoft Project Professional	1						
	Tracking, Customizing and Reporting your Projects by using Microsoft Project Professional	1						
	Reporting about your projects in a Project Server environment	1						
MS Visio	Getting started with Microsoft Visio	1			Optimize your Visio drawings by using the advanced features	1		
	Creating Flowcharts using Microsoft Visio	1						
	Creating Organization Charts using Microsoft Visio	1						

ONLINE TRAINING

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COURSE	#HOURS
Office 365 for collaboration	2
O365 Bookings & Planner	2
OneNote O356	2
Teams Collaboration	2
Teams Meeting	2
Outlook Mail Management	2
Outlook Calendar	2
How to use SharePoint while working at home	2
Excel as a database	2
Excel Basic Charts	2
Excel Pivot Tables	2
Excel “What If” Analysis Tools	2
Excel Basic Functions and Formulas	2
Excel Advanced Functions and Formulas: Logical – Lookup	2
Excel Advanced Functions and Formulas: Statistical - Date - Math	2
Presenting online with PowerPoint	2