

CLASSROOM TRAINING					ONLINE TRAINING					
BEGINNER		INTERMEDIATE		ADVANCED	AUTOMATION	VILT				
COURSE	#DAYS	COURSE	#DAYS	COURSE	#DAYS	COURSE	#HOURS			
Office 365	Exploring Office 365	1	Get more out of Microsoft Office	1		Start to program with MS Office	2	Office 365 for collaboration	2	
	Office Immersion Track	5	Office 365 for collaboration	1		Microsoft PowerApps	1	O365 Bookings & Planner	2	
OneNote	OneNote Getting Started	0,5	OneNote Next Level	0,5		Microsoft Power Automate	1	OneNote O356	2	
Teams	Office 365 Teams	1						Teams Collaboration	2	
Outlook	Outlook to its Full Potential	1	Outlook Calendar and Tasks	0,5				Teams Meeting	2	
			Outlook Advanced E-mail	0,5				Outlook Mail Management	2	
SharePoint	MS SharePoint in Office 365 - Getting started	0,5	MS SharePoint Online - End User Training	1	MS SharePoint online Site Owners / Power Users	2		Outlook Calendar	2	
								How to use SharePoint while working at home	2	
Excel	Excel Getting Started	1	Excel PivotTables	0,5	Excel Power Query and Power Pivot	0,5	Excel VBA Programming	3	Excel as a database	3
			Excel Formulas and Functions Module 1	1	Excel Data Analysis	1	Excel Macros	0,5	Excel Basic Charts	3
			Excel Charts Basics	0,5	Excel Formulas and Functions Module 2	1	Excel Automating without Programming	1	Excel Pivot Tables	3
					Excel Charts Advanced	0,5			Excel "What If" Analysis Tools	3
					Excel Visualize Your Data with Dashboards	1			Excel Basic Functions and Formulas	3
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		Presenting online with PowerPoint	2	
Access	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								