

	Classroom Training				Online Training
	Beginner	Intermediate	Advanced	Automation	VILT
	Course # days	Course # days	Course # days	Course # days	Course # hrs
Office 365	Exploring Office 365 1	Get more out of Microsoft Office 1		Start to program with Microsoft Office 2	Office 365 for collaboration 2
	Office Immersion Track 5	Office 365 for collaboration 1		Microsoft Power Apps 1	O365 Planner & Forms 2
				Microsoft Power Automate 1	
OneNote	OneNote Getting Started 0,5	OneNote Next Level 0,5			OneNote O365 2
Teams	Office 365 Teams 1				Teams Collaboration 2 Teams Meeting 2
Outlook	Outlook to its Full Potential 1	Outlook Calendar and Tasks 0,5			Outlook Getting Started 3
		Outlook Advanced E-mail Management 0,5			Outlook Mail Management 2
SharePoint	SharePoint in Office 365 - Getting started 0,5	SharePoint Online Basics 1	SharePoint Online for Site Owners 1		How to use SharePoint while working at home 2
Power BI	Power BI for Business Users 0,5	Getting Started with Power BI 2	Advanced Power BI Features 1		Power BI for Business Users 3
Security	Security Awareness Training 0,5				Security Awareness Training 0,5
Excel	Excel Basics 1	Excel PivotTables 0,5	Excel Power Query and Power Pivot 0,5	Excel VBA Programming 3	Excel Getting Started 3
		Excel Formulas and Functions Module 1 1	Excel: Data Analysis 1	Excel Macros 0,5	Excel as a database 3
		Excel Charts Basics 0,5	Excel Formulas and Functions Module 2 1	Excel Automating without Programming 1	Excel Basic Charts 3
			Excel Charts Advanced 0,5		Excel Pivot Tables 3
			Excel Visualize Your Data with Dashboards 1		Excel "What if" Analysis Tools 3
					Excel Basic Functions and Formulas 3 Excel Advanced Functions and Formulas: Logical - Lookup 3 Excel Advanced Functions and Formulas: Statistical - Date - Math 3
Word	Word Basics 1	Word Best Practices 1	Word Templates and Forms 0,5		Word Getting Started 3
		Word: Working with Large Documents 1 Word Collaborating on Documents 0,5	Word Advanced 2		
PowerPoint	PowerPoint 1	PowerPoint and Excel - A Perfect Match 1	PowerPoint Advanced Animations and Transitions 1		PowerPoint Getting Started 3 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				