



**Microsoft Courses
Training Brochure**

**Computer
Training Wales**

2024

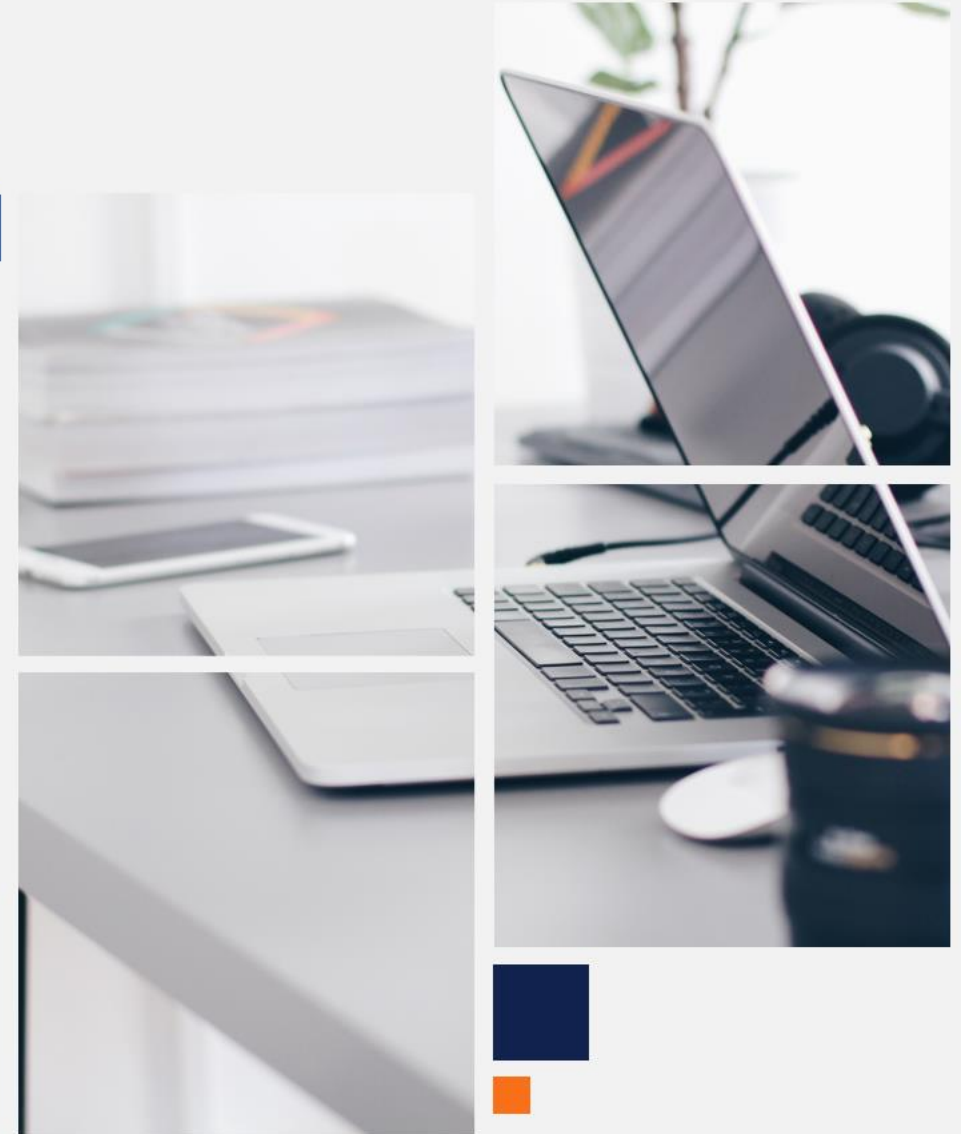


Computer Training
WALES.CO.UK

Learn Microsoft Office Co-Pilot this year

Learning Microsoft Office Co-Pilot this year is crucial for individuals seeking enhanced productivity and efficiency in their professional endeavors.

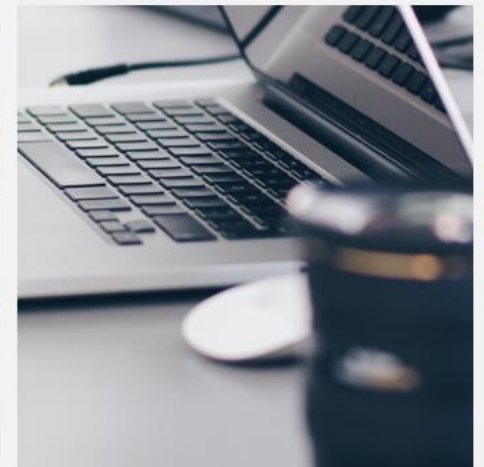
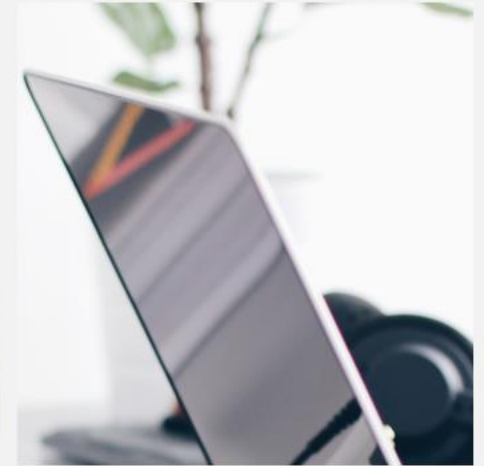
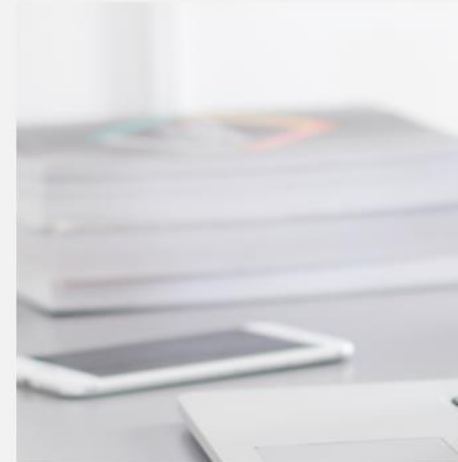
Co-Pilot, with its innovative features and AI-driven assistance, streamlines tasks across the Office suite, enabling users to navigate complex functions seamlessly and produce high-quality documents, presentations, and data analyses with greater speed and accuracy.



Get more done in much less time

Acquiring proficiency in Microsoft Office Co-Pilot not only empowers individuals to master the latest technological advancements but also positions them as adept and adaptable professionals in today's dynamic workplace landscape.

The comprehensive understanding of Co-Pilot's capabilities allows individuals to harness its full potential, leading to improved collaboration, problem-solving, and innovative solutions within the workplace.



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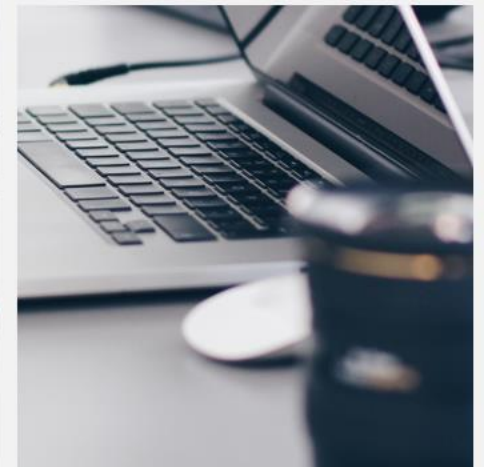
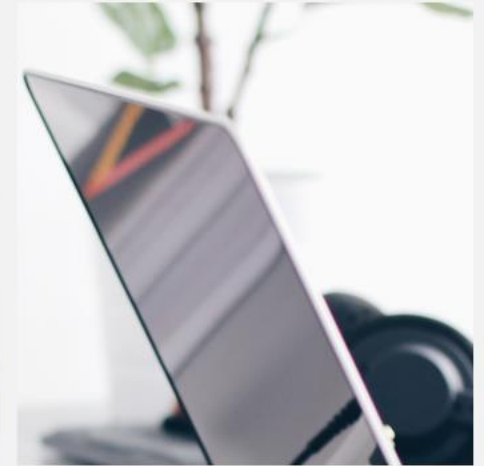
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Microsoft Office 365

This Microsoft Office Masterclass course shows delegates the essential and useful tools within Office 365. You will work with an experienced course tutor who will take you all the way through Word through to Excel, PowerPoint and Outlook.

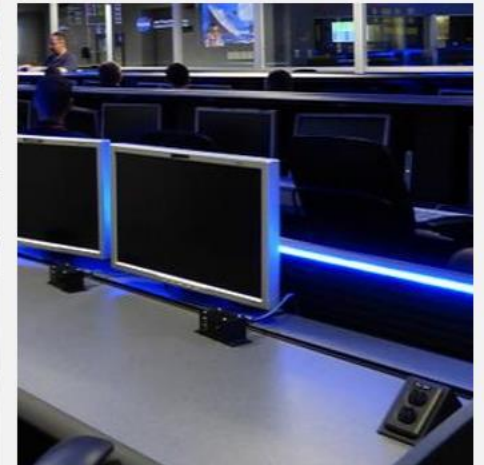
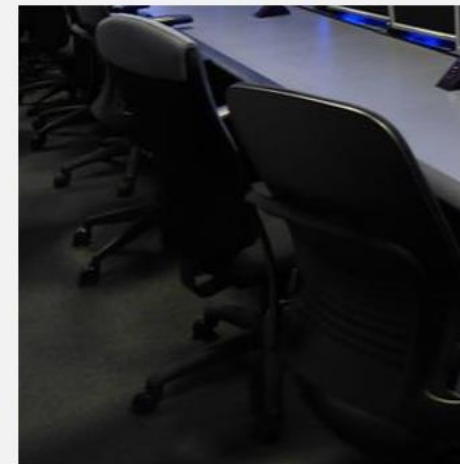
Our Office 365 course will teach you how to use these software tools effectively. This course will teach you the general principles of each of the Office 365 tools.



Microsoft Excel AI

Learn how to use cutting edge Artificial intelligence (AI) tools in Microsoft Excel for Data Analysis. AI Analyse Data tools within Microsoft Excel and data Insight tools within Office 365 make carrying out advanced data very easy.

You will learn how to use advanced techniques that can be applied to make sense of even the most complex data. Find the best way to deliver Business Intelligence for your organisation on our short course.



Microsoft Excel Data Analysis

Our Microsoft Excel Data Analysis Course focuses on the more advanced functions within Microsoft Excel and is centred on manipulating and analysing data.

This course covers how to normalise data and analyse it, import data using queries, prepare and analyse data with 'What If' functions and scenario building. You will learn the knowledge to record macros and create icons on the toolbars to run them.

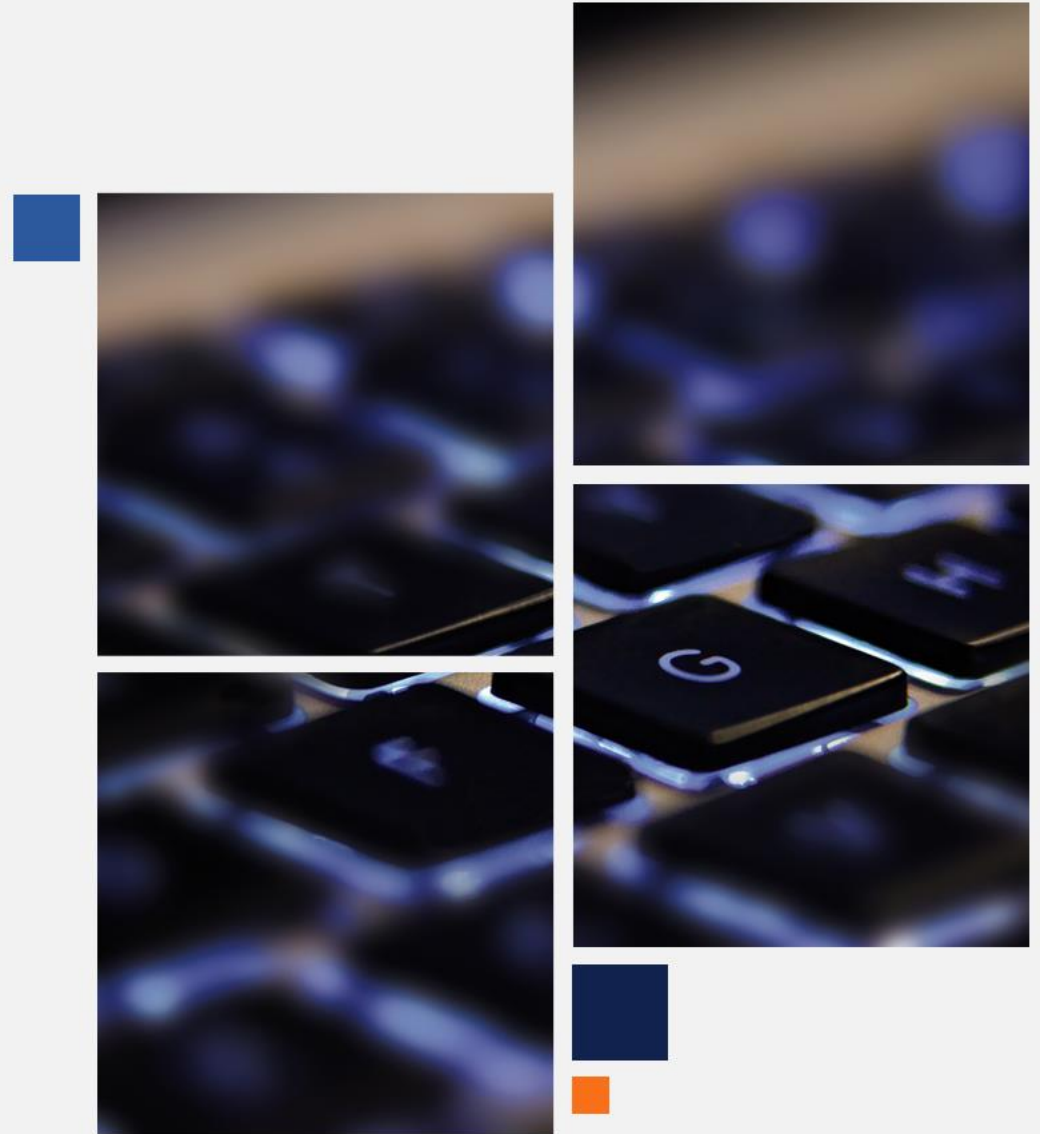
Finally, you will learn the ability to use analysis tools to forecast figures based on a range of scenarios.



Microsoft Dynamics

This expert-led training is for business analysts who wish to optimise marketing and sales processes with Microsoft Dynamics 365. By the end of this training, delegates will learn the techniques required to use Microsoft Dynamics 365 CRM to meet specific needs of businesses.

The topics covered include security; creation and configuration of entities; design of forms views and charts; auditing and solutions. The course teaches each topic and how each topic relates to the other topics to produce a full configured, effective solution.

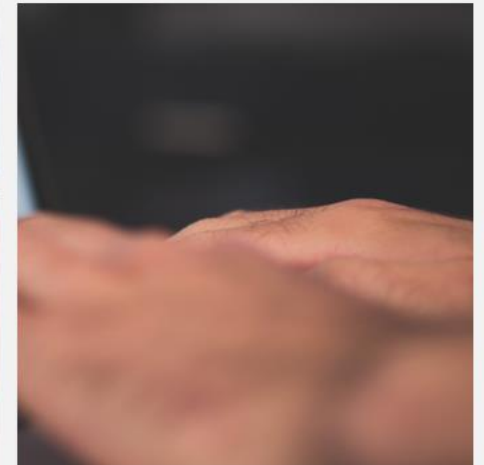
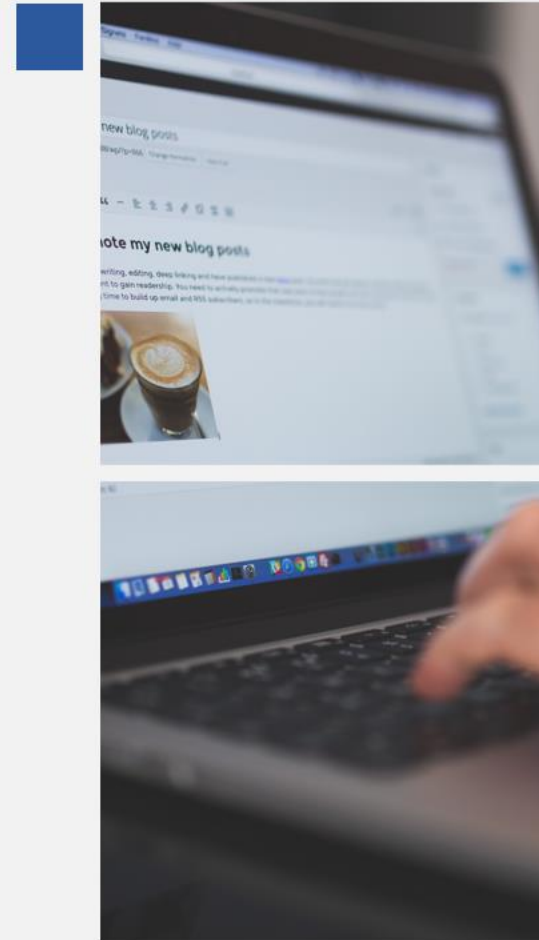


Microsoft Power Automate

Microsoft Power Automate enables you to easily automate repetitive tasks/processes using low-code tools. On our 1-day Power Automate course you will learn how to apply the software package to a range of situations and how it can help boost efficiency in your work processes and tasks.

On this training course you will discover how to quickly process forms using document automation, process approvals and use prebuilt models.

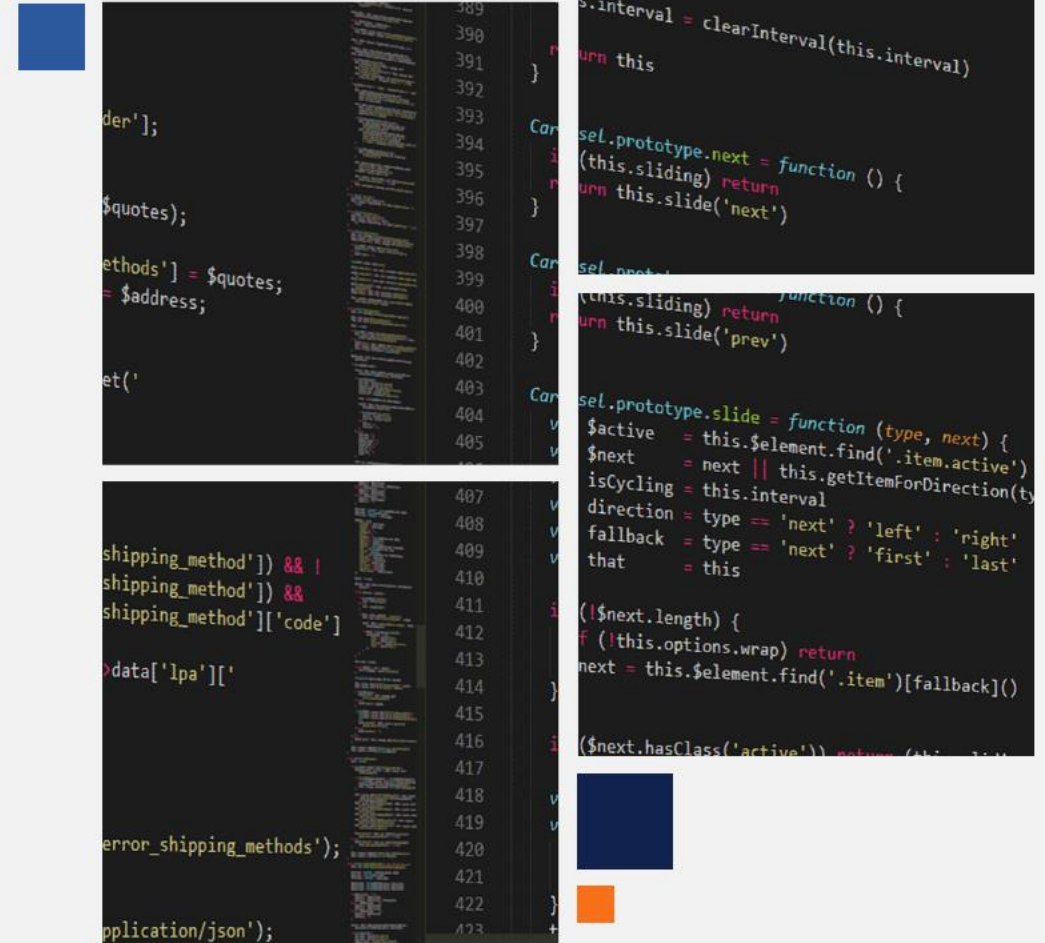
You will also learn how to use the very smart AI Builder which enhances workflows.



Microsoft PowerBI+

During this course you will learn how to turn data into powerful insights that direct and drive informed business decisions. Microsoft PowerBI gives your business the edge over competitors.

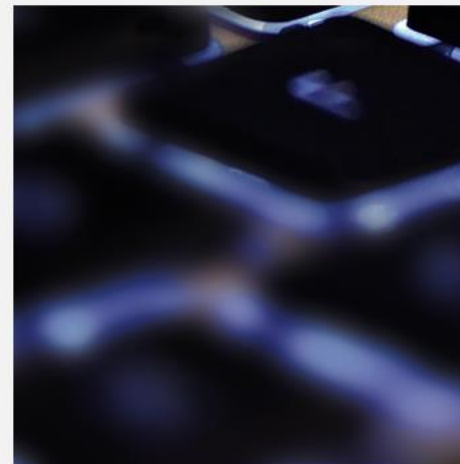
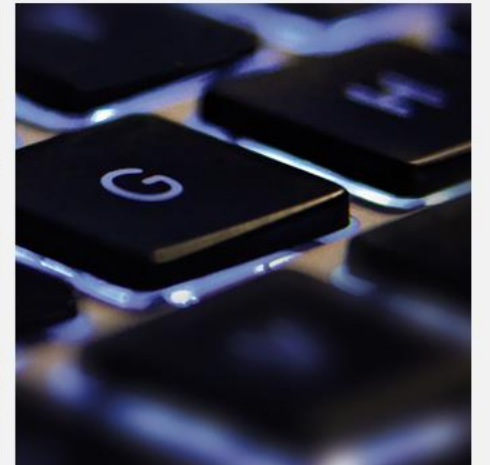
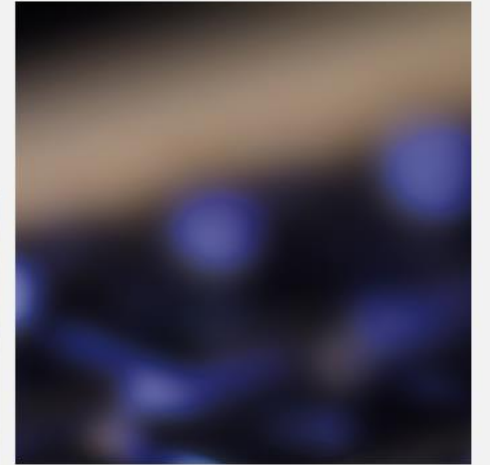
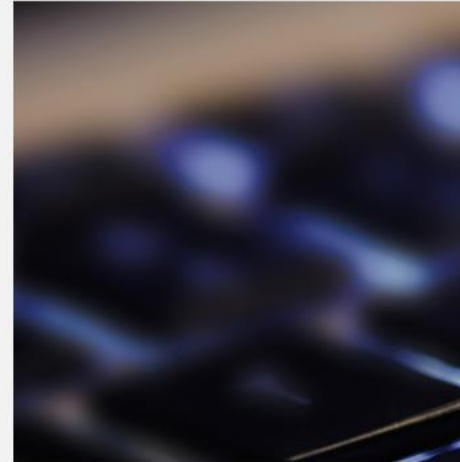
By taking our Microsoft PowerBI training course, we will teach you how to become a data analyst. The user-friendly PowerBI reporting application has been designed to help users, of all experiential levels, produce insightful data analysis.



Microsoft Project+

This course will provide delegates with a solid understand of the essential tools within Microsoft Project. Microsoft Project is a project management software tool that allows managers to graphically plan out a project plan through a Gantt chart.

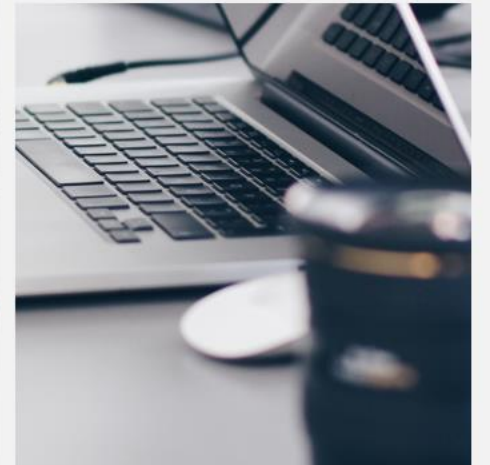
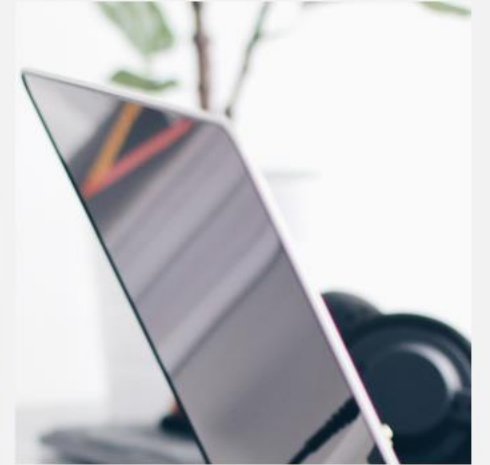
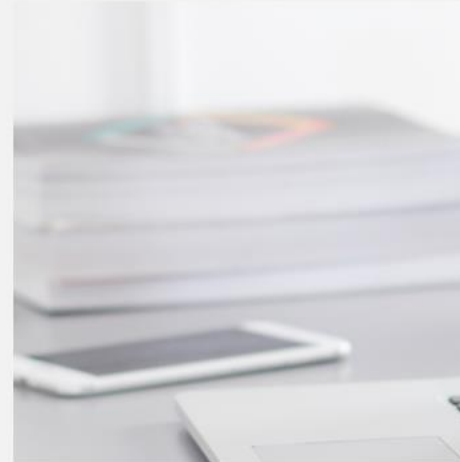
Further to this, it allows for users to set realistic goals for project teams and customers by creating a schedule, managing resources and allocating a budget.



Microsoft SharePoint

Learn how to improve collaboration in your organisation with Microsoft SharePoint lists and libraries. We will teach you how to save time with powerful search options to find people, documents and other critical information.

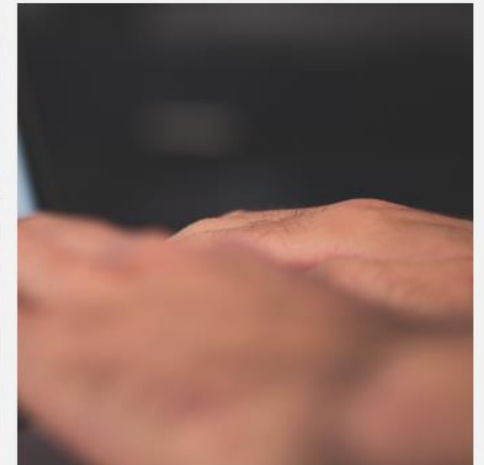
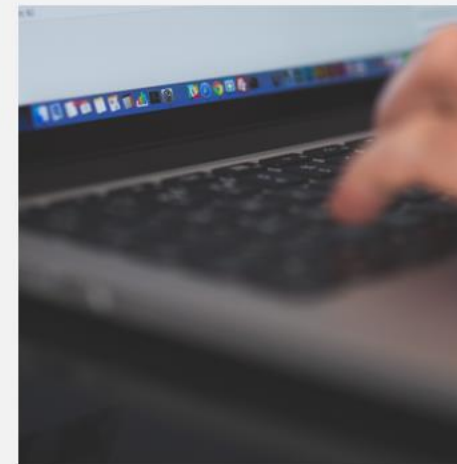
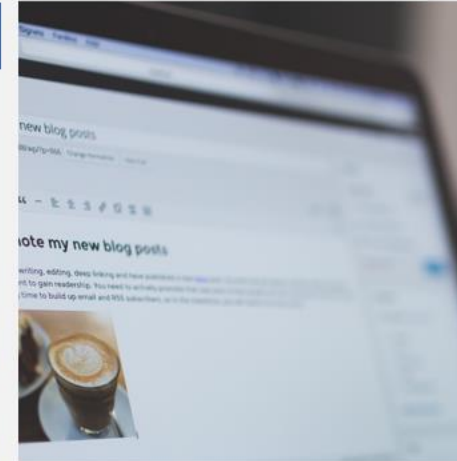
Ensure greater consistency by developing workflows in SharePoint for your key business processes. By attending this SharePoint course, you will learn how to effectively manage fast growing content like news, surveys and more.



Microsoft PowerApps

Our Microsoft PowerApps course is designed to equip participants with the skills needed to create custom business applications efficiently using this low-code platform. Through a combination of hands-on practical exercises and comprehensive lessons, learners will gain proficiency in app development, data integration, and process automation.

This course is ideal for both beginners and experienced users, offering a structured and practical approach to mastering the capabilities of Microsoft PowerApps.

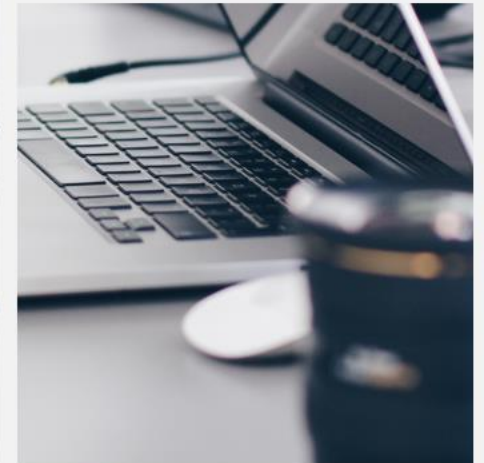
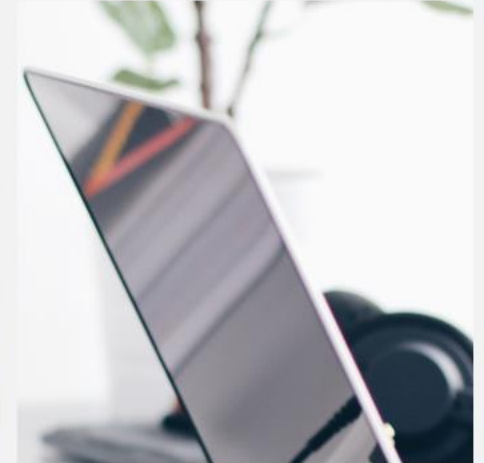


Microsoft Co-Pilot AI

Our Microsoft Co-Pilot AI course is a cutting-edge program designed to teach individuals how to harness the power of artificial intelligence within Microsoft Office applications. Participants will learn how to leverage AI-driven features such as automated document suggestions, intelligent data analysis, and natural language processing to enhance productivity and decision-making. This course provides hands-on training and real-world scenarios to help users make the most of AI's potential in their daily office tasks.



Copilot

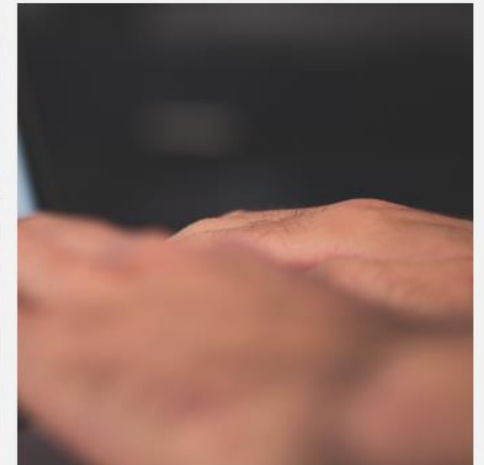
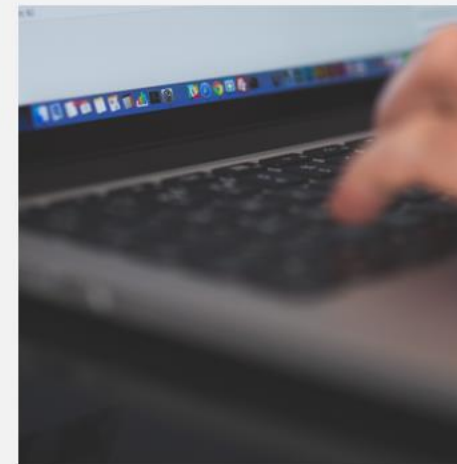


Microsoft AI Designer

Our Microsoft Designer course is a comprehensive training program that equips learners with the skills and knowledge needed to become proficient in various design tools and applications within the Microsoft ecosystem. Participants will gain expertise in creating visually appealing documents, presentations, and marketing materials using software like Microsoft Word, PowerPoint, and Publisher. With a focus on design principles, templates, and advanced features, this course is tailored to empower individuals and professionals to produce compelling and professional content.

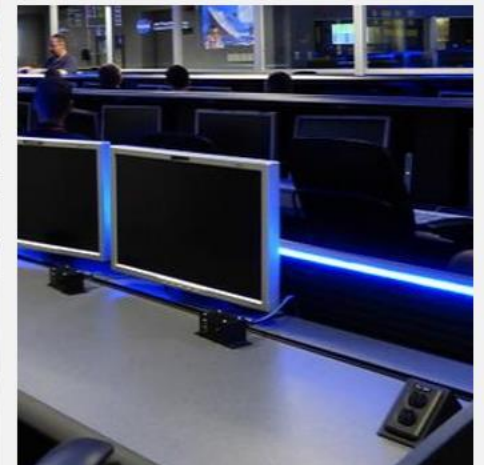
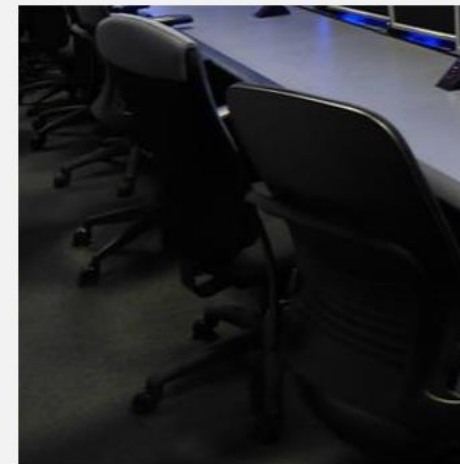


Microsoft Designer



Microsoft Azure Cloud

Enrolling in the Microsoft Azure Cloud course this year is essential for professionals aspiring to stay at the forefront of cloud computing technology. This comprehensive course offers hands-on experience and in-depth knowledge of Azure's robust suite of services, equipping learners with the skills needed to design, implement, and manage scalable cloud solutions. With the increasing adoption of cloud platforms in diverse industries, mastering Microsoft Azure through this course not only enhances one's technical expertise but also opens doors to lucrative opportunities in a rapidly evolving digital landscape.



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