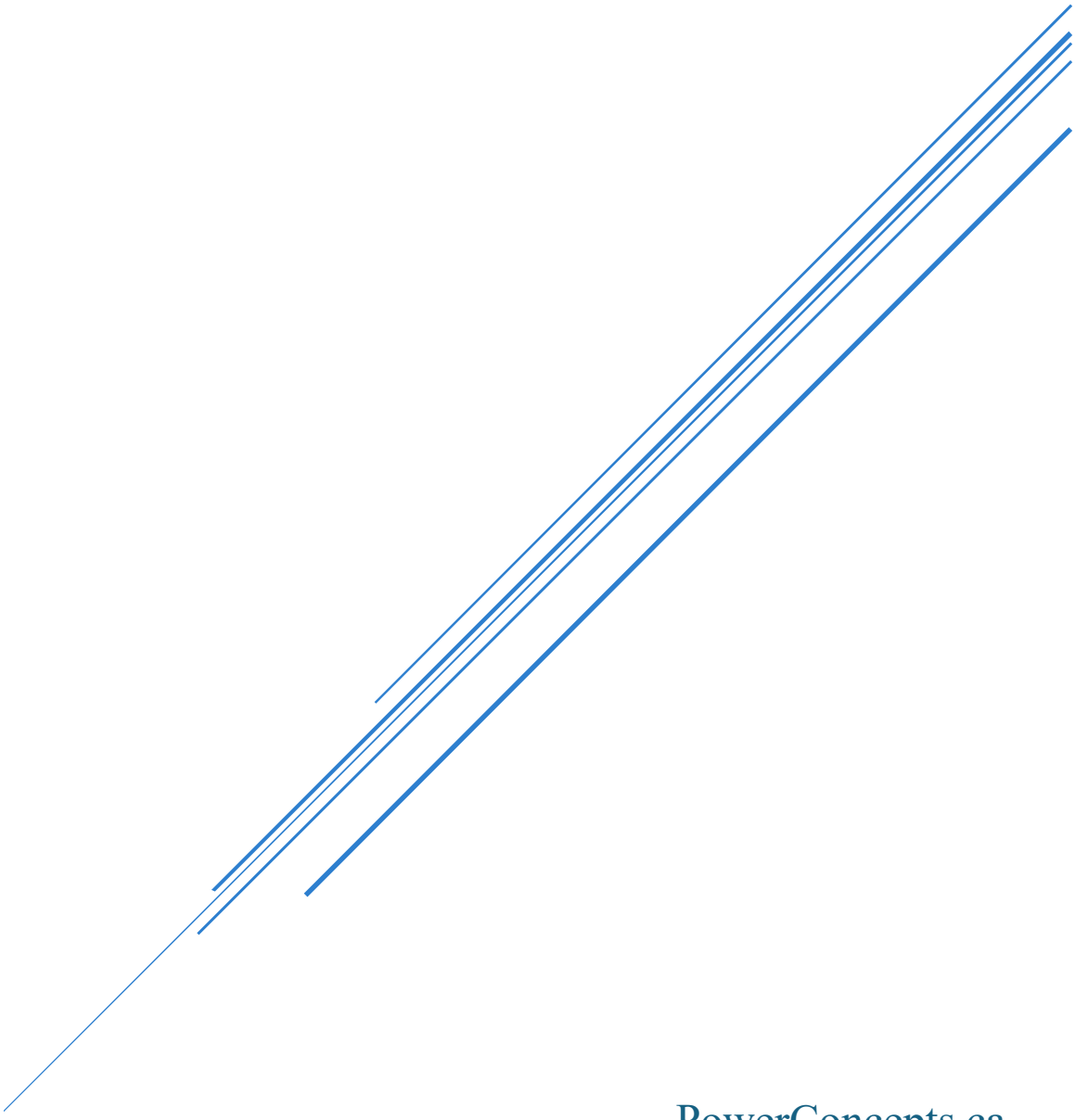
POWERCONCEPTS
computer training

POWERCONCEPTS PROGRAM GUIDE

December 2025



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PowerConcepts Course Offerings

Contents

Introduction to Windows 11 - (4 Hrs)

Using Windows, Office 365 and understanding File Management

This introductory Windows course is specifically designed for individuals undergoing a career transition who need to develop confidence and proficiency in using a Windows computer. As the foundational module for the Office 365 suite, the course will equip participants with essential skills needed to navigate and manage the Windows environment effectively, ensuring a smooth transition into subsequent Office 365 training.

- Learn to organize, manipulate, and switch between multiple windows, supporting multitasking and efficient workflow.
- Explore and personalize the Windows screen to improve usability and comfort.
- Set up and maintain a robust filing system, ensuring easy access and management of digital documents.
- Safely download and install essential programs needed for everyday work tasks.
- Become familiar with the desktop layout, icons, and navigation essentials.
- Enhance mouse skills for greater precision and speed when interacting with the Windows system.
- Practice creating sample files and exporting them as PDFs to build digital confidence.

By the end of this four-hour session, participants will be equipped with the foundational Windows skills needed for office environments, setting the stage for further learning in Office 365 applications.

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Introduction to Word (4 Hrs)

Kickstart your Microsoft Word journey with this four-hour introductory course, designed to empower you with the essential skills needed for everyday document creation and management. Whether you're new to Word or looking to refresh your abilities, you'll learn how to confidently create, edit, save, open and close documents. The course covers efficient text selection techniques, fundamental character and paragraph formatting options, and introduces multi-level lists and the use of the format painter for consistent styling. You'll also get hands-on experience setting tabs, indents, margins, adjusting paper size and page orientation, and working with headers and footers to give your documents a professional touch.

- Master the basics of creating, editing, saving, opening, and closing Word documents.
- Discover the fastest ways to select and manipulate text.
- Apply essential character and paragraph formatting for clarity and style.
- Organize content using multi-level lists and the format painter tool.
- Control tabs, indents, margins, paper size, and page orientation with ease.
- Enhance documents using headers and footers for a polished appearance.

Word Intermediate – Part 1 (4 Hrs)

Creating a Business Document

Advance your Word proficiency in this intermediate-level course focused on document formatting. Dive deeper into the art of structuring and designing professional documents with advanced formatting techniques. Participants will reinforce their foundational skills while exploring efficient text selection, sophisticated character and paragraph formatting options, and the creation of multi-level lists. You'll learn to use the format painter to maintain stylistic consistency, set precise tabs and indents, and manage page layout settings, including margins, paper sizes, and orientation. The session also covers adding headers and footers for enhanced document organization and presentation.

- Create, edit, save, open, and close documents with increased confidence.
- Utilize advanced text selection methods for efficiency.
- Implement advanced character and paragraph formatting.
- Build multi-level lists and use the format painter for streamlined formatting.
- Set and adjust tabs, indents, margins, and page orientation to meet your needs.
- Incorporate headers and footers to improve document structure.

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Word Intermediate – Part 2 (4 Hrs)

Tables, Pictures and Autotext (4 Hrs)

This interactive intermediate course explores the visual and structural aspects of Word documents, empowering you to enrich your work with tables, images, and automation tools. You'll learn to insert and format objects such as shapes, images, and SmartArt, organize content with multi-level and bulleted lists, and employ page and section breaks for advanced layout control. The course guides you through creating, editing, and formatting tables, applying references like endnotes and citations, and adding captions to images. You'll also discover how to generate tables of contents and indexes, as well as create and manage QuickParts and building blocks for greater productivity.

- Insert and format visual objects including shapes, images, and SmartArt.
- Structure documents with multi-level and bulleted lists.
- Utilize page and section breaks for complex layouts.
- Create, edit, and format tables for organized data presentation.
- Apply references and captions for clarity and professional documentation.
- Generate automatic tables of contents and indexes for easy navigation.
- Boost efficiency with QuickParts and building blocks.

Word Advanced – (4 Hrs)

Collaborating, Mail Merge, Managing Revisions

Unlock the full collaborative potential of Microsoft Word with this advanced course, tailored for users ready to leverage powerful productivity features. You'll master mail merges for letters, labels, and emails using external data sources, and learn to compare or combine documents for seamless teamwork. The session covers inserting, modifying, and deleting comments, tracking revisions from multiple contributors, and managing changes by accepting or rejecting edits. These skills are essential for professional environments where document collaboration and revision management are crucial.

- Perform mail merges for letters, labels, and emails using data sources.
- Compare and combine documents for collaborative editing.
- Insert, modify, or delete comments for effective feedback.
- Track and manage revisions made by one or more collaborators.
- Accept or reject changes to maintain document integrity.
- Use SharePoint and Teams to collaborate on a document in real time

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Word Expert – (4 Hrs)

Generating Reports, Styles and Templates

Take your Word expertise to the next level with this comprehensive course designed for users who need to generate and manage complex reports. Participants will learn how to create detailed tables of contents and indexes, work with section breaks and customized headers and footers, and utilize form fields for interactive documents. The course also covers essential strategies for managing large documents, including using the navigation pane for efficient movement and organization, and introduces macro creation for automating repetitive tasks.

- Generate dynamic tables of contents and indexes for professional reports.
- Work with section breaks and unique headers/footers for tailored layouts.
- Use form fields to create interactive Word documents.
- Manage large documents with tools like the navigation pane.
- Create macros to automate repetitive formatting and tasks.
- Creating AutoText and QuickParts
- Creating Custom Styles
- Creating Organizational Templates

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Introduction to Excel (4 Hrs)

No matter what line of work you are in, Excel will be one of the primary tools you will need to use almost everyday. This Introductory course will acquaint you with all the fundamentals of understanding how to use this powerful program including managing the workbooks, navigation, understanding how data should be entered and laid out, key formatting and printing skills.

- Understand the screen, Screen Tips and Ribbon
- Managing the Workbook
  - Create, edit, save, open and close workbooks
- Managing the worksheet
  - Insert or delete rows, columns, or cells
  - Rename, insert, delete, copy, or move worksheets
- Entering Data
  - Select cells for further action such as formatting, deleting, copying, and pasting
  - Using Autofill to copy or fill data or set up a series of data
- Create and edit formulas
- Apply text and numeric formatting
- Formatting the worksheet
- Printing
  - Preview and print worksheets and workbooks
  - Set headers and footers for a worksheet
  - Change margins, orientation, or layouts

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Excel Intermediate – Part 1 (4 Hrs)

Building a Budget - (4 Hrs)

Take your Excel skills to the next level with this practical, construction-focused intermediate course. Designed for professionals who already understand the basics, this session focuses on customizing Excel for your workflow, working with tables, and applying key tools that improve accuracy and efficiency. Participants will learn how to use powerful features such as Flash Fill, Absolute and Relative References, and smart formatting to build clear, reliable budgets.

By the end of the course, you'll have created a fully functional budget worksheet while learning the time-saving techniques and formatting principles that help ensure consistency and clarity in every project report.

- Customize Excel options and views
  - Set up Set up the Quick Access Toolbar
  - Using the new Focus Cell feature
  - Using the new navigation features
- Building basic functions
- Tables
  - Create and manipulate tables
  - Adding, Sorting, Shifting Columns and Rows
  - Using Autofill and understanding options
  - Using Flashfill
  - Filter and sort data
- Building a Budget
  - Understanding key principles in set up
  - Applying Flash fill
  - Building basic functions
  - Understanding Absolute and relative References
- Formatting
  - Applying formats and colors
  - Selecting tips
  - Using Go To Command
- Understanding printing options
  - Repeat rows and columns across pages
  - Setting the print area
  - Adding custom headers and footers

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Excel Intermediate – Part 2 - (4 Hrs)

Introducing Advanced Functions

Building on your budgeting skills, this course introduces advanced Excel functions and visualization tools that bring data to life. Participants will learn how to create dynamic charts, use slicers for interactive analysis, and apply multiple arguments in functions for deeper insights. With a focus on practical construction and engineering applications, this class also covers check boxes, nested functions, and conditional formatting—allowing you to make smarter, more flexible spreadsheets.

By mastering these tools, you'll develop greater confidence in analyzing data, producing visuals, and presenting professional reports that stand out in both clarity and impact.

- Expanding the budget
- Creating and customizing charts
- Create a table
    - Table functions
    - Filtering tables
    - Using slicers
    - Adding and customizing the total row
    - Apply named ranges to a table
- Building functions with multiple arguments
- Working with Check Boxes
    - Apply to conditional formatting
    - Apply to conditional functions
- Learning how to nest functions within functions

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Excel Advanced – Part 1- (4 Hrs)

Implementing Multi-Argument Functions

This course takes a deep dive into Excel's most powerful formulas and functions to help you manage, analyze, and summarize large volumes of project data. Participants will learn to combine Named Ranges and Tables for efficient referencing, apply logical and conditional functions, and perform complex time and data calculations.

You'll also explore ways to automate formatting, protect your worksheets, and use formula-driven conditional formatting for precise visual control. This session empowers construction and engineering professionals to handle advanced analytical tasks with confidence and precision.

- Tables
  - Using Tables and Named Ranges together in formulas
  - Advanced Filtering
- Charts
  - Customizing Charts
- Functions
  - Apply cell ranges and references in formulas and functions
  - Apply conditional logic in functions
  - Summarize data with functions
  - Working with Time Calculations
  - Consolidate data
- Advanced Formatting
  - Add protection to workbooks and worksheets
  - Format and modify text with functions
  - Apply Conditional formatting using formulas

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Excel Advanced – Part 2 - (4 Hrs)

Data Management & Pivot Tables

When managing large construction or engineering datasets, Excel's data management and Pivot Table tools are essential. This course teaches you how to clean, validate, and organize data efficiently before transforming it into powerful reports and visual insights. You'll create Pivot Tables and Pivot Charts that automatically update, enabling quick comparisons and summaries across multiple projects or departments.

By learning to control and visualize your data effectively, you'll turn raw information into actionable intelligence—saving hours of manual work while improving reporting accuracy and decision-making.

- Collecting Data using Data Validation
    - Add data validation, including using pick lists
    - Remove duplicate data; highlight invalid data
- Advanced Filtering of Data
- Summarizing data with Pivot Tables
    - Five steps in creating your first Pivot Table from a data set
    - Using a Pivot Source sheet to efficiently create multiple reports
    - Creating and printing multiple custom reports
    - Visualizing data with Pivot Charts
    - Applying slicers to data and charts

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Excel Expert – Part 1 - (4 Hrs)

Using Latest Functions

Stay ahead of the curve with Excel's newest and most advanced functions. This expert-level course focuses on dynamic arrays, spill functions, and other modern tools that make formulas more flexible and powerful. You'll also explore financial, lookup, and information functions, learning when and how to apply them to real-world engineering and construction data.

Participants will discover how to automate data expansion, convert information into multicolumn reports, and even get a first look at macros and VBA for process automation. This course is ideal for professionals who want to push Excel's capabilities to their fullest potential.

- Building functions that will automatically expand with new data
  - Spill Functions
  - Using advanced Trim Range options so that data will automatically apply functions as needed
- Finding and applying multi-argument functions
  - How to discover the function you need
  - Getting help with new functions
  - Using Finance Functions
  - Converting data into multicolumn reports with formulas
- Use advanced functions such as
  - Information
  - Lookup and reference
- Create, modify, or remove a hyperlink
- Introduction to macros and VBA

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Excel Expert – Part 2 - (4 Hrs)

Power Query and Power Pivot

Power Query and Power Pivot revolutionize how professionals handle large and complex datasets. In this course, you'll learn to import, clean, and connect data from multiple sources to create automated, dynamic reports. Using Power Pivot, participants will build data models, define relationships, and create meaningful KPIs for monitoring performance across projects or divisions.

These tools are invaluable for anyone managing detailed engineering or construction data, offering a faster, smarter way to consolidate and analyze information at scale.

- Power Query
  - Import data
  - Clean irregularly formatted data
  - Connect to Data Sources
  - Automating Data Updates
  - Summarizing automatically update data info Pivot Tables and Pivot Charts
- Power Pivot
  - Build data models
  - Manage your data relationships
  - Connecting to internal and external data sources
  - Creating Measures
  - Creating KPI's

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Excel Expert – Part 3 - (4 Hrs)

Creating a Dashboard

Turn complex data into clear, interactive visuals with this focused course on dashboard creation. Participants will learn to connect Pivot Charts, slicers, and multiple datasets to design dynamic dashboards that update automatically. You'll also explore formatting best practices, sharing options, and export techniques to make your reports both functional and visually compelling.

By the end of this two-hour session, you'll have a professional-quality dashboard ready to share with colleagues or clients—enhancing communication, insight, and decision-making across your organization.

- Creating Pivot Charts
- Connecting slicers to multiple data sets
- Create and configure a dashboard
- Formatting the Dashboard
- Share dashboards with your organization
- Print and export dashboards and reports

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Excel Expert – Part 4 - (4 Hrs)

Creating Macros and Forms

This capstone course introduces automation through macros and VBA, helping you streamline repetitive tasks and standardize data collection across projects. You'll learn how to create and edit macros, understand the VBA environment, and make safe modifications to code.

In addition, participants will design interactive forms with buttons, dropdowns, and checkboxes—bringing a new level of efficiency and professionalism to data entry and reporting. By mastering these tools, you'll transform Excel into a customized solution that saves time and improves consistency in every aspect of your work.

- Macros
  - Creating Macros
  - Reviewing the VBA
  - Understanding modules
  - Compiling VBA script in compiled macros
  - Making minor edits within VBA code
- Building Forms
  - Add form controls
    - Buttons,
    - Check boxes
    - Dropdown menus
    - Scroll buttons
  - Setting edit permissions
  - Assigning calculations and macros to forms

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MS OUTLOOK

Introduction to Outlook -(4 Hrs)

More Than Just Email

Master the essentials of Microsoft Outlook and discover how to streamline your communication, scheduling, and task management. This introductory course is designed for professionals who want to get the most out of Outlook's full range of tools—email, calendar, contacts, and tasks. Participants will learn how to send and organize messages efficiently, manage attachments, set reminders and flags, and create appointments and contacts with confidence.

By the end of this session, you'll understand how to navigate Outlook's features seamlessly, manage daily communications with ease, and stay organized across all aspects of your workday.

- Overview
  - Understand how Outlook is set up and the different types of information that can be tracked
- Email
  - File and manage messages using folders
  - Include and manage attachments being sent or received with messages
  - Create or modify a signature for e-mail
  - Create, edit, send, open, and manage messages
  - Set up and manage out of office messages
- Tasks
  - Learn to use the Todo bar to manage and organize all daily activities
- Calendar
  - Create and edit appointments or events in the Calendar
- Contacts
  - Create and modify contacts using the Contacts module
- Tasks
  - Create and manage Tasks

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Outlook Intermediate – (4 Hrs)

Understanding all the functions of Outlook

Build on your Outlook fundamentals and unlock time-saving tools that take organization and communication to the next level. This course explores Outlook's more powerful features, such as Quick Steps, rules, customized views, and the To-Do bar for task management. Participants will also learn to use multiple calendars, create contact groups, and apply automation tools to streamline their daily workflow.

Whether you're coordinating projects, managing multiple inboxes, or tracking team communication, this course will help you transform Outlook into a smart productivity hub that keeps you focused and in control.

Note: We will be using Outlook Classic for this training.

- Compare the benefits of Classic Outlook vs New Outlook
- Email
  - Create format and send messages
  - Create or modify signatures for e-mail
  - Organize and manage messages using quick steps
  - Creating QuickParts for emails
  - Create rules and out of office notices
  - Utilize options such as voting buttons, flags, or level of importance
- Using Todo
  - Use the To Do bar to manage tasks
  - Assigning Tasks
- Calendar
  - Manage multiple calendars
  - Create and organize tasks, appointments, meetings, and events
- Create contacts and groups
  - Choose customized Outlook settings and views
- Utilize the powerful search tools in Outlook

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Outlook Expert - (4 Hrs)

Outlook Strategic Management

Turn Outlook into a true priority management system with this advanced, strategy-focused course. Designed for busy professionals handling multiple priorities, this session teaches proven techniques for keeping your Inbox empty, managing projects from a single dashboard, and reducing email volume through smarter communication practices. Participants will also learn how to configure key settings and use Tasks to track and report on multiple projects simultaneously.

By mastering these advanced Outlook tools and strategies, you'll move beyond basic email management to achieve a more efficient, proactive approach to leadership and organization.

- Creating a powerful dashboard to see all appointments, tasks, contact follow-up and emails to respond to in one screen.
- Creating a one week look ahead
- Managing and prioritizing tasks
- Learn how to keep your Inbox empty daily
- Use Outlook to manage multiple projects simultaneously and be able to report on each one using custom screens
- Learn how to effectively use Tasks
- Reduce the number of e-mails you need to send and become a better manager
- Set up key changes in Outlook settings to help you work more effectively.
- Learn "The Habit" that will help you become a better, more effective, more efficient manager

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OneNote – (4 Hrs)

Transforming Meeting and Project Organization

OneNote is the ultimate note taking and organizational tool. If you a managing a project team and needing to keep track of multiple agendas, meeting minutes and action items than OneNote can transform and simplify that process. Instead of multiple emails to create and send an agenda, emailing minutes and yet another system to keep track of action items OneNote will manage all of that without any emails.

OneNote will also provide one place where notes, e-mails, internet research and meeting notes can be saved and shared in one searchable location

OneNote and Outlook also have seamless integration as place to keep appointment notes, contact notes, critical emails and tasks. Files will even automatically sync and can be viewed and edited from a phone or tablet. Teams will greatly benefit from the collaborative nature of OneNote that will make it easy to organize and share information on a shared team project.

- Understanding how to navigate and organize OneNote
- Add many different types of information into a OneNote binder including:
    - Word
    - PDF
    - PowerPoint
    - Excel
    - Images
- Using and updating links
- Using tags to manage information
- Searching notebooks
- Sharing and collaborating
- Integrating OneNote with Outlook
- Creating templates
- Using OneNote to transform team meetings

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MS Project – Intro – (4 Hrs)

Setting up the project

This foundational course is designed for construction professionals who are new to MS Project or seeking to solidify their project setup skills. You'll learn how to configure your workspace for efficiency, customize views, and navigate the software with confidence. The course emphasizes practical setup techniques, including creating tailored calendars, organizing tasks, and structuring your project for success. By the end, you'll be equipped to launch projects that are well-organized and ready for execution.

- Set up the Quick Access Toolbar and the Project Defaults
- Understand different available views and how to customize them
- Understand how to quickly navigate within the program
- Add custom changes to the Organizer Template
- Set up a new project
    - Customize the calendar to change the working time and add stat holidays or other exceptions.
    - Creating a customized calendar for a select group of resources
    - Understanding how a project should be organized with Summary Tasks and Detailed tasks.
    - Enter Summary Tasks, Detailed Tasks, Task Durations and Milestones
    - Link tasks
        - Using various connection options like SS, SF, FF, FS
        - Adding Lead or Lag Days
    - Adjust the Predecessors and Successors
- Assessing the Project plan. Understanding typical planning failures and how to avoid them
    - Adding deadlines

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MS Project – Intermediate – (4 Hrs)

Resources, Custom Fields, Reporting

Building on the basics, this intermediate course dives into resource management and customization. You'll master assigning resources, using advanced formulas, and creating custom tables and fields to track project data. The course also covers Gantt chart customization and reporting, enabling you to present project information clearly and adapt templates to your needs. These skills will help you manage resources efficiently and communicate project status effectively.

- Resources
  - Add Resources
  - Assign Resources to Tasks using basic and advanced methods
  - Learn about the Work/Units/Duration formula
  - Create a new custom table to view
- Customizing the Gantt Chart
  - Update the Non-Working Time, Layout, Gridlines and Bar Styles
  - Update the Text Styles
  - Create custom views and bars
- Custom Fields
  - Add custom Fields (e.g., Flag or Text)
  - Show how to Filter, Highlight and Group by these custom fields
  - Create a new custom table with custom fields
  - Create calculations using formulas in custom fields
  - Use custom field to change the Gantt chart
- Reporting
  - Set up Print Preview and its options
  - Adjust existing report template and save it as a custom template
    - Change the chart and table
  - Create new custom report template
    - Add a new custom field and formula to feed into the report template
- Add custom changes to the Organizer Template

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MS Project – Advanced – (4 Hrs)

Managing the Project

This advanced module focuses on the dynamic aspects of project management. You'll learn to connect MS Project with Excel, level resources manually and automatically, and set baselines to track progress. The course guides you through live project adjustments, handling unexpected events, and updating tasks and resources in real time. Reporting on project progress and adapting plans as needed are key outcomes, ensuring you can manage complex projects with agility.

- Connecting to Excel
- Leveling Resources
    - Manual levelling
    - Using Auto-leveling
- Set Project Baseline
    - Importance of how the Project went compared to the plan
    - Prepare the Tracking Gantt
- Going Live with the Project -
    - Adjust task duration
    - Split Task
    - Add new tasks
    - Have specific/all resource(s) work on non-working day
    - Remove Milestone date restriction
    - Adjust task to add another resource
    - Implement a total work stoppage for unexpected events
- Reporting on the project while it is progressing

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MS Project – Expert – (4 Hrs)

Managing Multiple Projects and Templates

The expert course is tailored for professionals overseeing multiple projects or large teams. You'll discover how to build master projects, link subprojects, and manage shared resource pools. Advanced reporting across projects, cashflow analysis, and template creation are covered in depth. This course empowers you to coordinate resources and reporting at scale, streamlining management of complex, multi-project environments.

- Building a Master Project
  - Add in Subprojects
  - Link between Subprojects Tasks
- Create and share a Resource Pool
  - Manage, add, and remove projects accessing the Resource Pool
  - Making a master project from a Resource Pool
  - Review and level overallocated resources across multiple projects
- Building Custom Reports
  - Two-week look ahead
  - Cashflow
  - Creating reports across multiple projects
- Templates
  - Creating
  - Organizing Templates
  - Using Custom Templates

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MS Teams Training for Legal and Professional Organizations

Introduction to Teams – (2 Hrs)

Understanding Microsoft Teams

Teams has revolutionized how staff work together in an office environment and works hand in hand with Outlook. Student will be introduced to the main aspects of Teams and gain confidence in using chat, calls and file collaborations. They will also learn to navigate easily through Team and channels and understand the various tabs and apps that can be found in Teams.

This is an introductory course to help students transitioning into an office environment gain skills they will need immediately when they start in most office rolls.

- Understand Navigation
- Using Teams and Channels
- Using Chat
- Making Calls
- Collaborating on Documents

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Microsoft Teams – (2 Hrs)

Embracing Teams for the End-User

In today's legal and professional environments, seamless digital collaboration has become essential for efficiency, security, and client service. Microsoft Teams stands out as a robust platform, offering a suite of tools designed to enhance teamwork, streamline communication, and manage sensitive information effectively. For organizations handling confidential matters and complex projects, mastering MS Teams can significantly improve workflow, reduce risk, and support compliance. These courses are tailored specifically to address the unique collaboration needs of legal and professional sectors, ensuring participants gain practical skills that directly benefit their daily operations.

This introductory course is designed for anyone who is new to Microsoft Teams or looking to solidify their foundational skills. The curriculum focuses on empowering users to confidently navigate and utilize Teams' core features within a legal or professional context. Key learning objectives include:

- Calendar Integration: Learn how to synchronize the Teams calendar with Outlook, ensuring meetings and deadlines are managed efficiently and securely.
- App Management: Discover how to review and add approved applications, enhancing productivity while maintaining regulatory compliance.
- Communication: Understand the use of posts for clear, organized discussions, helping teams stay informed and connected.
- File Management: Explore file structure navigation, searching, building folders and files, and managing file sharing, expiry, permissions, and syncing to support document control and privacy requirements.
- Collaboration Tools: Gain experience in opening files via web or desktop apps, real-time file collaboration, and checking files in and out to maintain version integrity.

By the end of this course, participants will be equipped to handle day-to-day tasks in MS Teams with confidence, ensuring smoother collaboration and enhanced data security—crucial for legal and professional organizations where accuracy and compliance are paramount.

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Teams Expert – (4 Hrs)

Setting up Teams, Channels and Apps for the Office

Building on foundational skills, the advanced course delves into the strategic setup and management of Teams and Channels. This course is for staff keen on developing powerful Teams and Channels that will be shared and utilized by the larger team. It is tailored for organizations to develop useful structures with heightened privacy needs. This course is ideal for team leaders, administrators, and IT professionals responsible for configuring collaboration spaces. Main topics include:

- Teams Site Creation: Learn to build dedicated Teams sites that align with organizational workflows and confidentiality standards.
- Channel Management: Master the creation of channels with custom permissions, ensuring only authorized personnel access sensitive information.
- Tab Integration: Review and add tabs for essential tools like Planner, OneNote, and Excel, centralizing resources for easy access and project management.
- SharePoint Connectivity: Connect Teams to underlying SharePoint sites, create SharePoint and Hub sites, and add applications, enhancing document management and compliance.
- Custom Permissions & App Integration: Set up tailored permissions and link SharePoint apps to Teams for secure, streamlined operations.

Participants will leave this course with the ability to design and manage collaborative workspaces that support legal and professional standards, optimize productivity, and safeguard confidential information. The advanced skills acquired will position organizations to meet the demands of a modern, digital-first workplace.

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BOOKKEEPING

Basic Bookkeeping Skills (8 Hrs)

Course Description: Bookkeeping Skills

This comprehensive bookkeeping skills course is designed to equip learners with the foundational knowledge and practical tools needed to manage financial records with accuracy and confidence. Participants will explore key concepts such as double-entry accounting, ledger management, trial balances, and financial reporting. Through hands-on exercises and real-world scenarios, students will learn how to record transactions, reconcile accounts, and maintain organized financial documentation using manual method.

Whether you're preparing for a career in finance, running a small business, or simply seeking to improve your financial literacy, this course offers valuable insights into the principles and practices of effective bookkeeping. By the end of the program, learners will be able to interpret financial data, support compliance with regulatory standards, and contribute to sound financial decision-making. No prior experience is required—just a willingness to learn and a keen eye for detail.

- Double-entry accounting
- Ledger management,
- Trial balances,
- Financial reporting
- Record transactions,
- Reconcile accounts,
- Maintain organized financial documentation

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QuickBooks Online Part 1 (14 Hrs)

Course Description: QuickBooks Beginner to Intermediate Level

This QuickBooks course is designed to take learners from foundational skills to intermediate proficiency, making it ideal for those new to accounting software or looking to build on basic knowledge. Participants will start by learning how to navigate the QuickBooks interface, set up a company file, manage customers and vendors, record transactions, and generate essential financial reports. As the course progresses, learners will explore more advanced functions such as bank reconciliations, payroll setup, inventory tracking, and customizing reports to meet specific business needs.

Through a blend of guided instruction and hands-on practice, students will gain the confidence to handle day-to-day bookkeeping tasks and begin managing more complex financial operations. This course is perfect for small business owners, aspiring bookkeepers, and administrative professionals who want to streamline their accounting processes and improve financial accuracy. By the end of the program, learners will be equipped to use QuickBooks effectively for both routine and strategic financial management.

- Navigate the QuickBooks interface
- Set up a company file,
  - manage customers & vendors,
  - record transactions,
  - generate essential financial reports
- Bank reconciliations
- Payroll setup,
- Inventory tracking,
- Customizing reports

QuickBooks Online Part 2 (14 Hrs)

Course Description: QuickBooks Advanced

This advanced QuickBooks course is designed for experienced users who want to master the software's full suite of capabilities, with a focus on high-level financial operations and strategic planning. Participants will learn how to manage payroll efficiently, track and adjust inventory, prepare accurate year-end reports, and set up and monitor budgets to support financial forecasting. The course also covers project tracking and job costing, enabling users to analyze profitability and performance across departments or client engagements.

Through hands-on exercises and real-world scenarios, learners will gain the skills to streamline complex accounting workflows, ensure compliance, and generate insights that drive smarter business decisions. Ideal for accountants, financial managers, and business owners, this course empowers users to take full control of their financial data using QuickBooks' advanced tools. A solid understanding of QuickBooks fundamentals is required to get the most out of this program.

- Learn how to manage payroll efficiently
- Track and adjust inventory
- Prepare accurate year-end reports,
- Set up and monitor budgets
- Support financial forecasting.
- Use a project tracking tool and job costing,
- Enabling users to analyze profitability
- Performance across departments or client engagements

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Sage 50 (simply accounting) Pt 1 (14 Hrs)

Course Description: Sage 50 Simply Accounting –Level 1

This Sage 50 Accounting course is designed to guide learners from the fundamentals of bookkeeping to intermediate-level financial management using one of the most trusted accounting software platforms. Participants will begin by learning how to navigate the Sage 50 interface, set up a company profile, manage customers and vendors, record transactions, and generate basic financial reports. The course emphasizes hands-on practice, helping users build confidence in performing day-to-day accounting tasks such as invoicing, payments, and bank reconciliations.

As learners progress, the course introduces more advanced features including inventory tracking, payroll setup, budgeting, and customizing reports for deeper financial insights. Ideal for small business owners, aspiring bookkeepers, and administrative professionals, this program equips users with the skills to manage business finances efficiently and accurately. By the end of the course, participants will be able to use Sage 50 to support informed decision-making and maintain compliance with financial standards.

- Learn how to navigate the sage 50 interface,
- Set up a company profile,
- Manage customers and vendors,
- Record transactions,
- Generate basic financial reports.
- Learn to perform day-to-day accounting tasks
    - Invoicing,
    - Payments,
    - Bank reconciliations

Sage 50 (simply accounting) Pt 2 (14 Hrs)

Course Description: Sage 50 Simply Accounting – Advanced Level

This advanced Sage 50 Accounting course is designed for experienced users aiming to master the software's full capabilities for comprehensive financial management. Participants will delve into advanced modules including payroll processing, inventory control, year-end reporting, budget creation, and project tracking. The course emphasizes practical application, guiding learners through complex scenarios such as managing employee records and deductions, reconciling stock levels, generating accurate year-end financial statements, and setting up budgets aligned with strategic goals.

Ideal for accountants, financial managers, and business owners, this course equips learners to harness Sage 50 for high-level decision-making and operational efficiency. Through hands-on exercises and expert instruction, students will gain the confidence to manage multi-faceted financial tasks, monitor project profitability, and ensure compliance with regulatory standards. A solid foundation in Sage 50 basics is recommended to fully benefit from this advanced training.

- Learn payroll processing,
- Inventory control,
- Year-end reporting,
- Budget creation,
- Project tracking.

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SCHEDULED ON DEMAND

Adobe Acrobat – (4 Hrs)

So much more than making a PDF

Unlock the full potential of Adobe Acrobat with this comprehensive four-hour course designed for professionals who need to excel in digital document management. Whether you're handling contracts, reports, or confidential files, mastering Acrobat's robust suite of tools will empower you to navigate, create, and secure PDFs with confidence. This course is perfect for legal, administrative, and business staff who require precision and efficiency in document handling, ensuring your workflows remain streamlined and compliant with industry standards.

Through hands-on learning, participants will discover how to efficiently organize, edit, and enhance PDF files, as well as apply advanced features like digital signatures and fillable forms. By the end of the session, you'll be equipped to transform static documents into interactive, professional-grade resources that boost collaboration and security across your organization.

- Navigation
  - Go to specific content in a PDF
  - Search for one or multiple PDFs
  - Extract text or content
- Creating PDFs
  - Convert Word documents to PDF
  - Use print command to create PDFs
  - Combine files into one PDF
  - Save web pages as PDF
- Editing PDFs
  - Edit text and content
  - Add stamps, watermarks, backgrounds, digital signatures
  - Insert headers, footers, comments, and markups
  - Reorder pages, set page numbers, add bookmarks and links
- Forms and Signing
  - Sign and secure PDFs
  - Create fillable forms

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PowerPoint Intro - (4 Hrs)

Creating a Dynamic PowerPoint Presentation

Unlock the power of impactful presentations with our PowerPoint Basics session. Whether you're new to PowerPoint or looking to refresh your skills, this hands-on course guides you through every essential step—from creating your first slide to editing, saving, and organizing your content. Learn to present your message with clarity and confidence by mastering text selection, formatting, and structured lists. With practical tips and easy-to-follow instructions, you'll be ready to craft professional presentations that stand out.

- Strategies for how to structure and create a successful presentation
- Customize presentation options and views
- Set-up and run a slideshow
- Insert and format shapes and slides
- Insert and format images, media, and SmartArt
- Insert hyperlinks, media clips, and sound
- Apply transitions and animations
- Master the basics of creating, editing, saving, opening, and closing Word documents.
- Discover the fastest ways to select and manipulate text.
- Apply essential character and paragraph formatting for clarity and style.
- Organize content using multi-level lists and the format painter tool.
- Control tabs, indents, margins, paper size, and page orientation with ease.
- Enhance documents using headers and footers for a polished appearance.

PowerPoint Expert - (4 Hrs)

Automating and Super Powering the Presentation

Take your presentations to the next level with our PowerPoint Advanced course. This comprehensive session is crafted for those ready to move beyond the basics and fully leverage PowerPoint's advanced features. Explore expert text manipulation, sophisticated formatting, and organizational tools that help you deliver presentations with authority and style. Perfect for professionals, educators, and anyone aiming to create memorable presentations that leave a lasting impression.

- Integrating AI to enhance the presentation
- Creating Hyperlinks to internal and external resources in PowerPoint
- Integrating Automated timings
- Adding voice and music to the presentation
- Creating a completely automated presentation to distribute
- Creating a self-directed training PowerPoint that is used for a kiosk or training environment
- Integrating YouTube with a PowerPoint presentation
- Tips for making the presentation. What to do and what not to do.

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Visio (4 Hrs)

Mastering Microsoft Visio

Learn to turn ideas and data into clear, professional visuals with this hands-on Microsoft Visio course. You'll discover how to create the most common and practical drawings, including organizational charts, flowcharts, process maps, and office floor plans to scale. Build efficiency into your work by customizing stencils and templates, applying themes, titles, borders, and color schemes to give your diagrams a polished, professional look.

In addition, you'll learn how to navigate Visio's interface like a pro—using the ribbon, quick access toolbar, and helpful screen tips. The course also introduces powerful integration techniques, such as connecting Visio shapes to a database to automatically generate reports and summaries in Excel. Whether you're streamlining workflows, mapping processes, or presenting data visually, this course will equip you with the skills to create dynamic and data-driven diagrams that communicate with clarity and impact.

- Creating most common Visio drawing
    - Create an organizational chart
    - Create a flowchart or cross-functional flowchart
    - Create a process map
    - Create an office floor plan to scale
- Create custom stencils
- Creating custom templates
- Work with the screen, screen tips, ribbon, and the quick access toolbar
- Apply title, borders, backgrounds, and color schemes
- Integrate the shapes into a database to automatically create reports and summaries in Excel

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Publisher - (4 Hrs)

Creating Powerful and Engaging Publications

Bring your creative ideas to life with this engaging Microsoft Publisher course, designed to help you produce professional-quality print and digital publications with ease. Learn how to create popular projects such as newsletters, greeting cards, and reports while mastering essential layout tools like rulers, guides, and text boxes to achieve perfectly aligned and balanced designs.

You'll also explore how to create, layer, and format objects, customize publications with the design gallery, and apply consistent formatting across pages using the master page. Whether you're designing for business, community, or personal use, this course will give you the confidence and skills to produce polished, eye-catching publications that stand out and communicate your message effectively.

- Create common projects
  - Newsletter
  - Greeting Card
  - Reports
- Use the rulers and guides
- Work with text boxes
- Create and manage objects
- Use the design gallery
- Format publications with the master page
- Layer and format objects

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