Microsoft 365 Courses

ALX Training

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ABOUT US

We are a team of experienced IT Trainers & Software Adoption Specialists who help clients realise the full potential of their IT investment through creative design-led learning.

By helping you get the most from your software, you can achieve more.

ALX Training is part of C5 Alliance, working closely to help businesses and people succeed.

Steven Emberson
Senior Manager

Roz Ibbotson
eLearning Specialist / Trainer

Steven Barry
Learning & Development Administrator

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Senior Consultant & Trainer

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Software Trainer

Mark Jones
Technical Training Consultant

TEAMS COLLABORATION: DOCUMENTS

The Need:

- To find files, folders & information quicker & easier
- For people to send links instead of attachments
- To clarify the confusion between SharePoint, Teams and OneDrive
- To improve collaboration and productivity

You will learn:

- What to save and where
- How to find your channel files & folders quickly
- How to share files and folders via links
- How to collaborate on a document & information
- All about autosave & version history

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills.

Includes

A copy of the presentation.

Duration:

2 Hours

Cost:

Please contact us for further details

TEAMS COLLABORATION: COMMUNICATION

The Need:

- To improve your visibility of colleagues working remotely
- To learn more about the meeting collaboration tools such as sharing, whiteboard & presentation live
- To move away from emails as the primary communication tool
- To reduce the number of notifications & interruptions

You will learn how to use:

- Meeting controls & tools
- Scheduling meetings internal and external meetings
- 1-1 & group chat
- Presence & Status
- Searching & filtering messages

Logistics

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Prerequisites

Must have basic IT skills.

Includes

A copy of the presentation.

Duration:

2 Hours

Cost:

Please contact us for further details

365 COLLABORATION: DESKTOP APPS

The Need:

- To understand how to save files to Teams via Office 365
- To find and open Teams & OneDrive files via Office 365
- To identify new tools in Excel and Word which will help save time & improve accuracy
- To customise Office 365 so that previous views & layouts are not lost

You will learn:

- How to interact with Teams & OneDrive files via Office 365
- All the options within the Info menu (backstage)
- The benefits of using the application search bars
- How to use @mentions and new sharing options
- The new features of Outlook, Word, Excel & PowerPoint 365
- How to edit a PDF using Word 365

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills.

Includes

A copy of the presentation.

Duration:

2 Hours

Cost:

Please contact us for further details

USE TEAMS LIKE A PRO

The Need:

- For existing Team users who want to optimise their Teams settings to match their way of working
- To navigate Teams faster to save time
- Improve managing remote teams & facilitating collaboration
- To discover hidden tools and functions to improve your Teams experience

You will learn:

- Tools to better organise & run online meetings
- Navigation hacks to quickly find files, channels & information
- Best practice tips for posts and announcements
- Which Teams settings to customise
- How to use the Command Bar to access shortcuts
- How to add co-organisers and create polls
- How to use the Speaker Coach and navigate the updated toolbar

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills and familiar with the basics of Teams.

Includes

A copy of the presentation.

Duration:

1 Hour

Cost:

Please contact us for further details

MICROSOFT COPILOT (FREE VERSION)

The Need:

- To learn more about the current AI landscape,
- To understand how to benefit from using Microsoft Copilot (Free Version),
- To understand some of the concerns around the use of AI

You will learn:

- You will understand what AI means
- You will understand the different types of AI
- You will gain awareness of some of the risks associated with AI
- You will learn how to use AI Prompts effectively
- You will learn how to use Microsoft Copilot (Free Version)

Logistics

The course can be delivered online or face-to-face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone

Course Duration:

1 Hour hands on session

Prerequisites

1. That you have a corporate email address.
2. You can access your Microsoft 365 online account via Office.com.
3. You can sign into Microsoft Edge browser using this corporate email address.

Duration:

1.5 Hours

Cost:

Please contact us for further details

MICROSOFT COPILOT – M365 (PRO EDITION)

The Need:

- To learn more about the current AI landscape
- To learn how to benefit from using Microsoft Copilot in conjunction with Microsoft Office 365 applications, including: Word, Excel, PowerPoint Outlook and Teams
- To understand some of the concerns around the use of AI

You will learn:

- You will understand what AI means
- You will gain awareness of some of the risks associated with AI
- You will learn how Copilot can support you in daily activities
- You will learn about AI Prompts effectively
- You will learn how to apply prompts across the Microsoft Office 365 Suite

Logistics

The course can be delivered online or face-to-face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Course Duration:

1.5 Hours hands on session

Prerequisites

1. That you have Microsoft Office 365 installed.
2. That Microsoft Copilot functionality is present in all the key M365 applications. Namely: Word, Excel, PowerPoint, Outlook, & Teams.
3. Please check with your IT Department that a Copilot licence has been allocated to you ahead of the training.

Duration:

2 Hours

Cost:

Please contact us for further details

MICROSOFT LISTS

The Need:

- To capture and track information
- To be able to create & configure lists of information
- To organise tasks and actions
- To build & manage workflows across Microsoft 365

You will learn:

- How to create a list in SharePoint
- Customise and work with columns
- How to collaborate with others using Lists
- How to change permissions
- To create public and private views
- How to view versions of a list
- To connect your list for other sources

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills.

Includes

A copy of the presentation.

Duration:

3 Hours

Cost:

Please contact us for further details

MICROSOFT FORMS ONLINE

The Need:

- To create online surveys, quizzes, polls or declarations to collect data, ideas or feedback
- To gather and analyse responses from people inside or outside of your organisation

You will learn:

- How to navigate around Forms
- How to add & customise multiple choice, text, ranking, rating & date questions
- Add branching to skip and route questions
- How to add company branding and themes
- How to manage permissions and share your Form
- How to analyse your results
- How to save your Form for results to automatically save in Excel Workbook.

Logistics

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Prerequisites

Must have basic IT skills.

Includes

A copy of the presentation.

Duration:

1.5 Hours

Cost:

Please contact us for further details

SHAREPOINT: COMMUNICATION SITES

The Need:

- To create a modern intranet page for your company, department or project
- To share information and news across an organisation
- To create area to store read-only content such as policies, procedures, training and other reference material.

You will learn:

- What a communication site is used for
- How to edit sections and add additional pages and Libraries
- How to use different column types in a Library
- To add & customise Webparts
- To create, publish and share news or updates via the News Web Part
- How to customise menus and navigation tips

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills and permission to create a SharePoint Communication Site.

Includes

A copy of the presentation

Duration:

3 Hours

Cost:

Please contact us for further details

PLANNER – MANAGE TEAM TASKS

The Need:

- To visualise all the tasks on a team project
- To track progress against each team task
- To generate reports & charts on progress
- To view all your tasks across multiple plans.

You will learn:

- How to create & share a new planner
- How to organise your buckets effectively
- Add and edit tasks and assign and alert others to tasks
- How to group and filter tasks
- Navigate around the mobile App

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills.

Includes

A copy of the presentation.

Duration:

1 .5 Hours

Cost:

Please contact us for further details

ONENOTE: THE ULTIMATE NOTEBOOK

The Need:

- Do you need to record, curate and retrieve a wide range of notes?
- Do you need to share a Notebook between your team?
- Do you need to collate information, carry out research, take and edit notes?

You will learn:

- How to create and share OneNote Notebooks
- How to create, edit and organise Notebooks, Page and Sections
- How to use tags and search by tags
- How to add pictures, videos, sounds, links, documents and tables
- How OneNote integrates with Outlook and other Apps

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Trainers

Our team of experienced and dedicated software trainers will give you a hands-on practical experience so that you have the confidence to use these new skills in the workplace straight after your class. Each delegate will be given a copy of the training exercises and the presentation.

Duration:

1.5 Hours

Cost:

Please contact us for further details

POWER AUTOMATE

The Need:

- To design, build and maintain automatic workflows within their organisation
- Are you familiar with process design and have a good understanding of Microsoft 365?
- To digitalise and accelerate processes across the M365 platform

You will learn:

- How to build a flow and how to use its different components
- How to use Microsoft templates
- How to use Triggers and actions
- How to use flow controls
- How to set permission and share your flow
- How to troubleshoot any errors

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must be familiar with Microsoft Forms and SharePoint Lists and have access to both, as well as having a Power Automate License.

Includes

Copy of presentation.

Duration:

1 Day

Cost:

Please contact us for further details

TEAMS: LIVE EVENTS / TOWN HALL

The Need:

- To broadcast meeting and video content to large online audiences
- To organise, co-ordinate, produce or present an event using Microsoft Teams Town Hall

You will learn:

- About the different roles used during a Live Event
- What view the attendee and the presenter have
- How to use the Producer Window
- How to schedule, start and end a Live Event
- How to moderate attendees Q&As
- Best Practice when organising and hosting a Live Event

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills and a Microsoft E3 Licence.

Includes

Copy of presentation.

Duration:

3 Hours

Cost:

Please contact us for further details

MICROSOFT PROJECT

The Need:

- To know how to manage projects with varying degrees of complexity.
- To ensure your programs are delivered on schedule, and to budget, whilst incorporating industry best practices.
- To know how to track your projects accurately, monitoring task and resource usage, project costs, capture and manage unexpected events.

You will learn:

- Create and modify resource calendars
- Create a list of resources
- Assign Calendars to Resources
- Set up and manage a Microsoft Project(s) file correctly
- Create, link, manage and review all project-related tasks
- Assign resources correctly for your entire organisation
- Make informed project decisions
- Understand the impact of making changes (Baselines).

Logistics

The course will be delivered online. You will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills and a Microsoft Project Plan 3 License (includes Desktop App) or higher

Includes

Copy of presentation.

Duration:

3 Hours

Cost:

Please contact us for further details

ACCESSIBILITY TOOLS

The Need:

- To know about accessibility tools in Microsoft 365 and Windows 10
- To be able to customise your user experience
- To know how to produce more accessible content and materials

You will learn:

- How to customise Windows 10 to suit your way of working
- How to use the new Office 365 features to make it easy to work with documents
- Be aware of how to produce accessible content/materials
- Have a better understanding of how you can improve the digital experience for your colleagues

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

None.

Includes

Copy of presentation.

Duration:

1.5 Hours

Cost:

Please contact us for further details

WINDOWS 11

The Need:

- To feel confident following an upgrade to Windows 11?
- To be able to navigate and personalise Windows 11
- To know how to use the new features of W11

You will learn:

- How to navigate around Windows 11
- How to personalise the start menu and task bar
- How to search settings, files, emails and the internet
- How to use Snap view to work across applications
- How to use Task View and Virtual Desktop
- The new features of Edge
- How to manage files and folders using File Explorer (New Tabular View)

Logistics

The course can be delivered online or face to face in our training centre or at your place of work. If you would like to have this class online, you will need access to two screens, a webcam, speakers and a microphone.

Prerequisites

Must have basic IT skills.

Includes

Copy of presentation.

Duration:

1.5 Hours

Cost:

Please contact us for further details

Classroom Options:

We have fully equipped IT training rooms at Windward House in St Helier, Jersey which can comfortably seat 8 delegates or more. We are also able to deliver sessions online using Microsoft Teams to an unlimited number of delegates.

Online Option:

For online classes, each delegate will need two screens, a web-cam, speakers & a microphone.
If you would like to test compatibility ahead of the session, we can arrange a 15-minute test with one of our trainers.

Equipment Hire:

If you would prefer to use your own premises, we can deliver up to 6 laptops and a projector to an office in Jersey at an additional fee of £115.

Tailor Made:

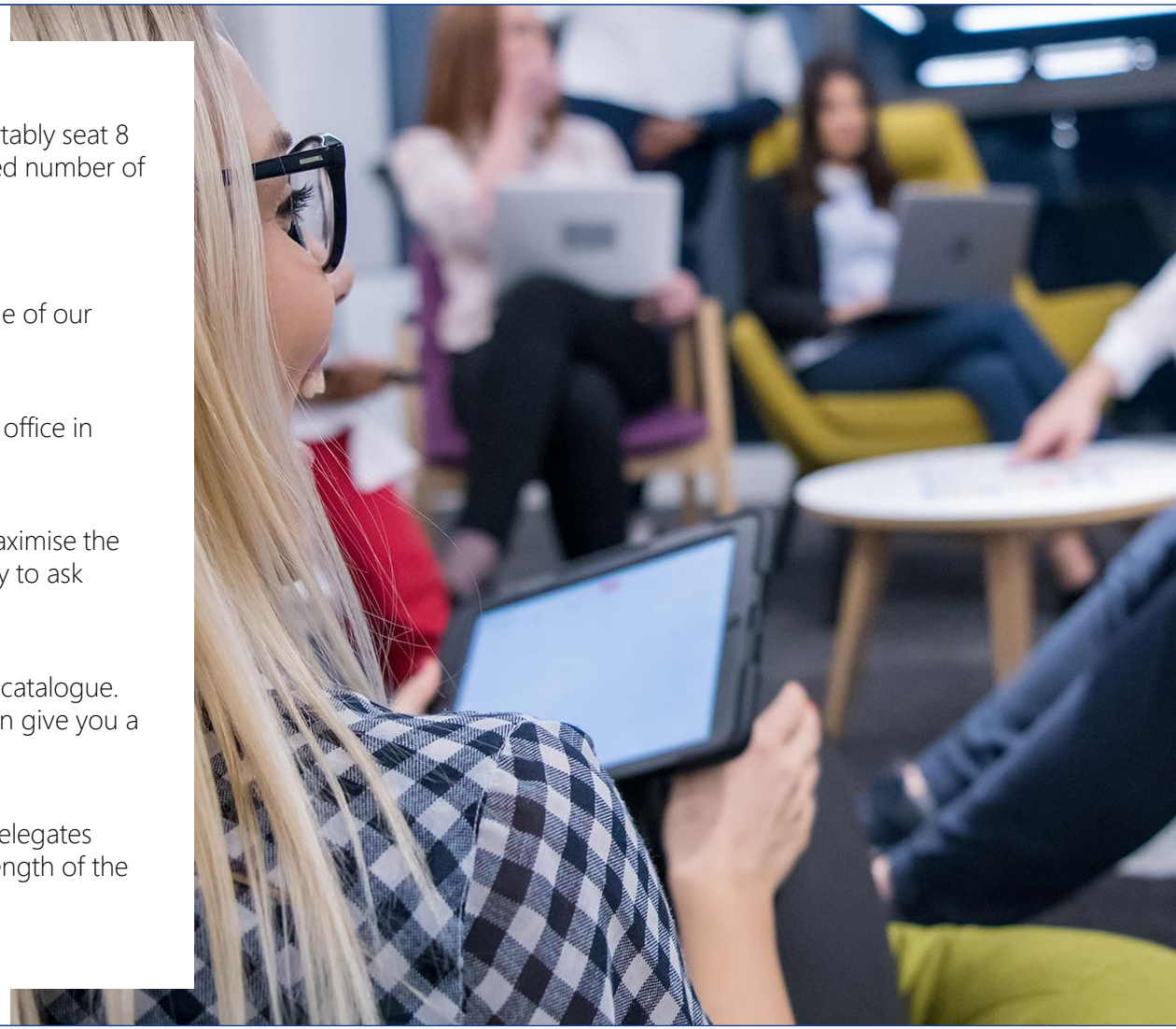
Each short session is very hands-on and practical. We can incorporate your files into the class to maximise the relevance of each point covered. Although our sessions are pacey, there is still plenty of opportunity to ask questions.

Mix and Match:

If you would prefer to create your own unique lesson, you can mix & match topics from across this catalogue. When you send us your requirements, we can then calculate how long the lesson will be and we can give you a quote.

1-1 rates:

If you only have 1 delegate, we have a discounted 1-1 rate of £115 per hour. We find in a 1-1 class, delegates typically need less time to cover the same material than a class takes. We will therefore adjust the length of the class accordingly.



TERMS OF BUSINESS

These terms and conditions and the booking confirmation form comprise the agreement pursuant to which ALX Training Ltd provides courses to the customer.

1. DEFINITIONS

1.1. "Courses" means educational training offered by ALX Training Ltd at locations specified by ALX Training Ltd.

1.2. "Client" means the person, firm or corporation identified as enrolling on a course by way of a relevant written confirmation of enrolment.

1.3. "Course Materials" means any documentation, listings instructions and statements in either machine-readable or printed form.

1.4. "Data Protection Legislation" means as they apply to each of us: (a) the Data Protection (Jersey) Law 2018, (b) the General Data Protection Regulation (Regulation (EU) 2016/679)("GDPR"), until such time as it might cease to apply; (c) any legislation ratifying or otherwise adopting, replacing or supplementing the GDPR; and (d) in respect of your obligations, any other laws and regulations relating to privacy or the processing of data relating to natural persons relevant to your obligations in any other jurisdiction.

2. PAYMENT TERMS

2.1. Full payment or authorisation to invoice an employer, must accompany the booking.

2.2. Where ALX Training Ltd has received authorisation to invoice the following payment terms apply:

2.2.1. Full payment is due within 30 days from the date of the invoice.

2.2.2. ALX Training Ltd reserves the right to charge late payment interest on any outstanding invoices, at a rate of 2.5% above the Bank of England base rate.

2.2.3. ALX Training Ltd reserves the right to recover any reasonable debt collection costs in connection with this Agreement.

2.2.4. The client is liable for all unpaid invoices.

2.3. Fees are inclusive of training fees, course materials, and reasonable use of training equipment by the Client for the period of the Course. The fees do not include examination fees, lunch, and any travel, accommodation or living expenses which the Client may incur in attending the course.

3. CANCELLATION, RESCHEDULING OR CHANGE OF A SHORT COURSE OR PROGRAMME

3.1. ALX Training Ltd reserves the right to cancel, reschedule or change the location of a course, if in the opinion of ALX Training Ltd, such an action is necessary. ALX Training Ltd will notify the Client as soon as the change is made. In such circumstances, the Client has the option to attend the rescheduled course, apply the fees to another course, or to receive a refund or credit note for the course fees paid but shall not otherwise be entitled to compensation or costs or damages arising from such a cancellation or changes.

3.1.1. Clients may cancel a course providing that 14 days' notice is given to ALX Training Ltd prior to the start date of the course. In the case of such cancellations, the following clauses shall apply:

3.1.2. More than 14 days prior to start date no cancellation fee with be payable.

3.1.3. Less than 14 days prior to start date 50% of total Course fee will be payable.

3.1.4. Less than 7 days prior to start date 100% of total Course Fee will be payable.

4. INTELLECTUAL PROPERTY

4.1. ALX Training Ltd grants the Client a non-transferable, non-exclusive licence to use ALX Training Ltd products (including information, training material content, software and data) under the terms of this Agreement.
4.2. This licence terminates upon termination of this Agreement for whatever reason.

4.3. The Client warrants that they shall only use ALX Training Ltd products for their own educational purposes and shall not, without ALX Training Ltd's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate ALX Training Ltd's products (or any part of them) to any person other than in accordance with this Agreement.

4.4. The Client shall fully indemnify ALX Training Ltd in respect of any infringement of any intellectual property rights arising as a result of their use of ALX Training Ltd's products in breach of this Agreement.

5. FORCE MAJEURE

5.1. ALX Training Ltd shall not be in breach of these Terms and Conditions if there is any total or partial failure of performance by it or its duties and obligations under this contract occasioned by any act of God, fire, act of government or state, war, civil commotion, viral epidemic, insurrection, embargo, prevention from or hindrance from obtaining any raw materials or energy, sickness or other causes beyond its reasonable control.

6. DATA PROTECTION

6.1. The terms 'data controller', 'data processor', 'data subject', 'personal data', 'processing' and 'appropriate safeguards' shall be interpreted in accordance with the applicable Data Protection Legislation.

6.2. The Firm is registered under the Data Protection (Jersey) Law 2018 ('DPJL'). Each of us shall comply with the Data Protection Legislation as it applies to each of us in connection with this Engagement.

6.3. Where you transfer or otherwise make available personal data to us in relation to this Engagement, you shall ensure that (i) you have the necessary rights to transfer or make available such personal data to us (including that you have, or have procured, the necessary legal authority, permissions and/or consents for us to process the personal data to provide the services); (ii) your instructions to us comply with (and will not cause us to be in breach of) the Data Protection Legislation; and (iii) that you have taken reasonable steps to ensure that any data subjects are aware of the nature of the processing to be undertaken.

6.4. Where we act as data controller in respect of any personal data processed in relation to this Engagement (including where you are an individual):

6.5. we shall process or arrange for processing of the personal data only in accordance with the details set out in the BDO Privacy Notice;

6.6. if you provided us with or gave us access to the personal data, you shall take reasonable steps to ensure that the relevant data subjects are aware of our processing activities and the BDO Privacy Notice; and

6.7. both of us shall co-operate with the other, and promptly provide such information and reasonable assistance as the other may reasonably require to enable it to comply with its obligations under the Data Protection Legislation in respect of this Engagement, and to deal with and respond to all investigations, complaints, and requests for information from any regulator or data subject relating to such personal data.

6.8. Where we process personal data as a data processor on your behalf we shall:

6.9. only process such personal data in accordance with your written instructions from time-to-time (including as set out in the Engagement Contract) or as required for us to provide, manage and facilitate the provision of the services, and only in respect of the subject matter, duration, nature and purpose of the services, and the type of personal data and categories of data subject relevant to the services;

6.10. ensure that only persons authorised by us process such personal data and that such persons are subject to appropriate obligations to maintain the confidentiality of such personal data.

6.11. taking into account the (i) state of the art, (ii) cost of implementation, (iii) nature, scope, context and purposes of the processing, and (iv) the risk and severity of potential harm, protect such personal data by putting in place technical and organisational measures to protect such personal data from a personal data breach;

6.12. taking into account the nature of our processing, put in place appropriate technical and organisational measures, insofar as is possible, to assist you to fulfil, at your cost, your obligations to respond to data subjects' requests to exercise their rights under the Data Protection Legislation over such personal data;

6.13. where reasonably requested, and taking into account the nature of our processing and the services and the information available to us, assist you, at your cost, in complying with your obligations under the Data Protection Legislation in respect of such personal data;

6.14. when we cease providing the services to you, and at your choice, either delete or return all such personal data to you and delete such copies of such personal data, unless applicable law or regulation requires storage of such personal data or deletion of personal data is not technically possible, using all reasonable efforts;

6.15. subject to reasonable access arrangements being agreed with us and save for disclosure of information which is confidential and/or privileged (or where access is otherwise restricted by applicable law or regulation), make available to you all relevant information necessary to demonstrate compliance with our obligations under this clause and allow for and contribute to audits, including inspections, conducted by you or another auditor mandated by you, at your cost;

6.16. be permitted to appoint other processors to process such personal data, provided (i) they process the personal data only for the purposes of assisting us with the performance of our obligations under this Engagement; (ii) we enter into a written agreement with them requiring them to process the personal data only in accordance with your or our written instructions, and to comply with obligations equivalent in all material respects to those imposed on us under this clause; and

6.17. not process or transfer such personal data outside Jersey, Guernsey or EEA unless (i) an adequacy finding has been made under the Data Protection Legislation that the relevant jurisdiction provides an adequate level of protection; or (ii) we have put in place appropriate safeguards as required under the Data Protection Legislation for such processing or transfers. Where the Engagement identifies that processing will take place in specified jurisdictions, you acknowledge that personal data will be transferred to or from, and/or processed from, those jurisdictions.

6.18. Where you instruct us to transfer personal data to anyone other than a processor engaged by us, you are responsible for ensuring that adequate arrangements are in place for transfer as required by the Data Protection Legislation.

7. CHANGE OF ADDRESS & OTHER CONTACT DETAILS

7.1. ALX Training Ltd must be notified in writing of any change in Client's contact details, including the email address specified on the Invoice Authorisation form.

8. SECURITY

8.1. Personal possessions are the sole responsibility of the Client and ALX Training Ltd accepts no responsibility for anything that is lost or stolen from its venues. Clients are advised to keep valuables with them at all times.

9. SPECIAL REQUIREMENTS

9.1. Should any of the delegates require special equipment or any other provision deemed necessary for the purposes of training, 72 hours' notice needs to be given to ALX Training Ltd.

10. NOTICES

10.1. Any notices required to be served by ALX Training Ltd will be deemed properly served if sent via prepaid postage to the postal address or emailed to the email address notified by the Client, at ALX Training Ltd's discretion.

11. LIMITATION OF LIABILITY

11.1. The liability for ALX Training Ltd for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the Client (or employer) for the course or study materials.

11.2. ALX Training Ltd shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

12. WARRANTY

12.1. ALX Training Ltd warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error-free.

12.2. ALX Training Ltd warrants that it will perform any services under this Agreement with reasonable skill and care.

12.3. These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

13. VALIDITY

13.1. If any provision of this Agreement is held to be invalid or enforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

14. JURISDICTION

These Terms and Conditions shall be interpreted, construed and enforced in accordance with Jersey law and shall be subject to the exclusive jurisdiction of the Jersey Courts.

August 2020

CONTACT DETAILS

For more information

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