



## Word Skills Booster

This session is created from decades of observations encountered in every workforce, and designed to close skills gaps every user has that currently hinder efficiency, productivity and job satisfaction.

- Discovering essential tools you have missed
- What you can easily do in Word to instantly start working faster
- How to navigate Word quicker to save time and frustration
- Learn the common misconception that results in most people not using Word correctly.
- Learn how this misconception makes formatting and working with bullets and numbering harder than it needs to be
- Discover timesaving tips in the key areas of Word
- Master working with Bullets and Numbers like a professional
- Discover the real reasons why you must be using Styles in Word
- Discover what you must have in every long document to be taken seriously
- Learn to create a Table of Contents in under 60 seconds
- Discover what proper Word templates are and why you need them for types of files you create
- Understand the way Word was designed to be used and more tips to help you understand Word better

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## Excel Skills Booster

This session is created from decades of observations encountered in every workforce, and designed to close skills gaps every user has that currently hinder efficiency, productivity and job satisfaction.

- Discovering essential tools you have missed
- What you can easily do in Excel to instantly start working faster
- How to navigate Excel quicker to save time and frustration
- What an Excel Expert does the first time opening someone else's file
- How to move and copy data
- How to avoid leaking confidential information
- What to do in every file
- How to save time entering, correcting or creating new data
- Discover PivotTables
- Discover the Quick Analysis tool
- Tips to help you use Excel better and quicker

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## Excel - Calculation Basics

- Create Basic Calculations = + - \* / E.g. =2+2 or =A1+B1
- Understand the importance of BODMAS
- Learn basic function syntax =FunctionName(.....)
- Write SUM, AVERAGE, MAX, MIN and COUNT formulas
- Use AUTOSUM, AUTOAVERAGE, AUTOMAX, AUTOMIN
- Discover AUTOSUM Tips
- Use AutoFill to fill calculations
- Relative vs Absolute references [F4]
- Copying and Pasting Formulas
- Copying and Pasting Values
- Understand Error Types
- Introduction to Formula Auditing (Trace Precedents/Trace Dependents)
- Tips on essential continued learning resources

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## Excel – Lists & PivotTables

### Lists

- What is a List?
- Lists Creation Rules
- Sort Data in Lists
- Filter Data in Lists
- Add Subtotals to Data in Lists
- Apply Conditional Formatting
- Why and when to use the Format Table feature
- How and when to unFormat as Table

### PivotTables

- What is a PivotTable and when to use them
- Create a PivotTable
- Filter a PivotTable
- Modify a PivotTable
- Refresh a PivotTable
- Change a PivotTable's Data Source
- PivotTable Format Options
- Insert and Format PivotTable Slicers
- Create a PivotChart



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**FOR MICROSOFT 365  
USERS**

## **Excel - Formulas and Auditing**

**Duration:** Approx. 2.5 hours

### **Formula Techniques**

- Using logical functions (IF)
- Nesting functions for complex calculations (AND, OR)
- Using the *fx* button to insert functions
- Additional Resources for learning more functions

### **Formula Auditing Tools**

- Tracing precedents and dependents
- Evaluating formula errors and understand error types
- Using the Watch Window to monitor cell values dynamically
- Changing the answer to a calculation or formula using Goal Seek

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## FOR MICROSOFT 365 USERS

# Microsoft 365 Overview

### *Topics*

**Recommended Duration:** 1 Day (Approx. 6 Hours)

This session will provide an overview of Microsoft 365 and an explanation of the following Microsoft 365 applications and features:

- To-Do
- Lists
- Planner
- Forms
- Power Automate
- Whiteboard
- One-Note
- OneDrive
- SharePoint
- Teams
- Loop
- Stream
- Sway
- Power BI

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## Microsoft Teams – 100: Essential

### *Topics*

**Recommended Duration:** Approx. 1 Day (6 Hours)

#### **Introduction**

- What is Microsoft Teams?
- Tour the Teams Screen
- Work with status indicators
- Team themes
- Application settings
- Notification settings

#### **Private Chats**

- Start Chat
- Add people to Chat
- Chat emoji and text formatting
- Convert chats to meetings

#### **Create, Join or Leave a Team**

- Create a team
- Private vs Public Teams
- Add members and owners
- Add external people to Teams
- Join a Team
- Leave a Team

#### **Working with Team Channels**

- Create channels and Manage channels
- Channel favourites
- Start Conversations
- Reply to conversations
- Save conversations
- Use @ mentions

#### **Working with Files**

- Share files
- Real-time collaboration

#### **Integrations**

- Adding Tabs to a Channel
- Working with Apps in Teams

#### **Finding Content in Teams**

- Feed filter
- Search for chats
- Search for files
- Search for people

#### **Extras**

- Use Search and /Commands
- Delete Channels and Teams
- Get Help
- Use the Desktop and Mobile App

#### **Please note:**

Due to time constraints from the wealth of Teams features and the need to allow group discussions, we often run out of time to cover certain topics like Meetings extensively during this session.

We are happy to customise any of our sessions to meet your requirements, and we also run a Microsoft Teams training session specific to **Meetings** if required.



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## Microsoft OneDrive & SharePoint File Management

### **OneDrive**

- What is OneDrive
- Create Documents and Folders in OneDrive
- Share Documents and Folders
- Sharing Permissions
- Unshare
- Document Versions
- Copy or Move Documents to SharePoint
- The OneDrive App

### **SharePoint**

- What is SharePoint
- Work with Libraries
- Create Documents and Folders
- Check Out and Check In Documents
- Share Documents and Folders
- Sharing Permissions
- Unshare
- Send a link to a document
- Document Versions
- Create Library Views
- Collaborative Editing
- Create a link/shortcut in OneDrive to a SharePoint location

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