

CloudW Training Courses April 2019 – July 2019

All courses will be delivered at the Schools Technology Support Centre, Pool Street, Wolverhampton, WV2 4NE. To book a place or if you have any questions/ would like to book a staff meeting for any of the courses listed below please contact Sharan on 01902 551457 or alternatively email websupport@cloudw.co.uk

Course Name	Course Description	Date	Time	Price	No cost if part of SLA
Introduction to Windows 10	An invaluable introduction into Windows 10 along with some of the tips and tricks to make you more productive.	29/04/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the Technical Support SLA
Using Microsoft Teams in the Workplace	Teams is a new communication and collaborative learning tool from Microsoft. Learn how this tool can change how you and your organisation work and communicate.	01/05/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA
MS Excel Basic/Intermediate	Learn about the basics and some more advanced techniques for Microsoft Excel. Including formulas, conditional formatting and protecting spreadsheets.	09/05/2019	9:30 - 12:00	Contact us for price	n/a
Using Microsoft Sway	Discover Microsoft's new application Sway and how it can be used to create interactive newsletters and presentations and how it can be used in a classroom.	09/05/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA
Using SMART Notebook	A detailed look at SMART Notebook software including doing more with SMART Exchange, features to improve your productivity while using the board and an exploration of the power of Smart Lab.	13/05/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the Technical Support SLA



Using Microsoft Forms for Capturing Data	Creating online surveys/forms that can be completed by internal staff or anonymous users. (Ideal for parent questionnaires or student quizzes!)	16/05/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA
MS Excel Advanced	Protecting datasheets, importing and exporting, linking between worksheets, conditional formatting, opening and sharing workbooks, pivot table and features, summarising and subtotals	03/06/2019	9:30 - 15:30	Contact us for price	n/a
Using Office 365 Email, Calendar and Contacts	How to access emails, changing various settings eg. Set rules, signature, block email addresses, sharing calendars, creating contacts, etc	06/06/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA
Microsoft Word	Learn about those tricks and shortcuts in Word to make you more productive and then delve into Styles, Tables of Contents, Indexes and mail merging.	06/06/2019	13:00-15:30	Contact us for price	n/a
Using Microsoft Teams in the Classroom	How you can use Microsoft's new communication and collaborative learning tool to work with the children, submit assignments to them using Teams and give them feedback.	10/06/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA
Effective use of OneDrive	What is OneDrive and when is it best to use it? Use on the Web, through MS Word, Excel and PowerPoint and on iPads/mobile phones	10/06/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA
OneNote – Basic/Intermediate	One Note is Microsoft's powerful notetaking tool. Learn how it works, how you can share notebooks between people and how the software can improve your productivity.	13/06/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA



MS Publisher	A look at the basics and more advanced features of Publisher.	17/06/2019	9:30 – 12:00	Contact us for price	n/a
MS PowerPoint	A look at the basics and more advanced features of Powerpoint.	20/06/2019	9:30 – 12:00	Contact us for price	n/a
Using Email with Children	How to use email with children in the classroom.	24/06/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA
Using SMART Notebook	A detailed look at SMART Notebook software including doing more with SMART Exchange, features to improve your productivity while using the board and an exploration of the power of Smart Lab.	27/06/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the Technical Support SLA
MS Excel Basic/Intermediate	Learn about the basics and some more advanced techniques for Microsoft Excel. Including formulas, conditional formatting and protecting spreadsheets.	01/07/2019	9:30 - 12:00	Contact us for price	n/a
Using Microsoft Teams in the Workplace	Teams is a new communication and collaborative learning tool from Microsoft. Learn how this tool can change how you and your organisation work and communicate.	04/07/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA
Using Microsoft Forms for Capturing Data	Creating online surveys/forms that can be completed by internal staff or anonymous users. (Ideal for parent questionnaires or student quizzes!)	08/07/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA
Using Microsoft Sway	Discover Microsoft's new application Sway and how it can be used to create interactive newsletters and	11/07/2019	9:30 – 12:00	Contact us for price	Free if your school has bought into the cloudW SLA

	presentations and how it can be used in a classroom.				
MS Excel Advanced	Protecting datasheets, importing and exporting, linking between worksheets, conditional formatting, opening and sharing workbooks, pivot table and features, summarising and subtotals	15/07/2019	9:30 - 15:30	Contact us for price	n/a