


Digital Skills Training Hours

Sharpen and develop your digital skills through our Microsoft funded, virtual training hours running in November and December 2024. Sessions deliver pre-recorded content with live Q&A.

Gain deeper knowledge of Microsoft 365 Copilot, Copilot Studio, Forms, OneNote, Planner, Power Apps, Power Automate, Power BI, Excel and SharePoint Online.

Hosted and moderated on behalf of Microsoft by 



Training is hosted and moderated by Fast Lane. Please contact VirtualTrainingHours@flane.co.uk for any registration or general enquiries.

Get Started with Microsoft 365 Copilot

This webinar introduces the integration of AI capabilities across Microsoft's cloud services to enhance productivity and collaboration. Learn how AI can help sort and find documents in OneDrive, automate meeting notes in Teams, and manage content lifecycle in SharePoint.

Date	Time	Register
Fri 15 th Nov	9.30am-10.30am	Register
Fri 29 th Nov	9.30am-10.30am	Register
Tues 10 th Dec	11.00am-12.00pm	Register
Tues 17 th Dec	9.30am-10.30am	Register

Going Further with Microsoft 365 Copilot

Designed for users who have familiarity with Microsoft 365 and wish to leverage Copilot to enhance their productivity and efficiency. Learn advanced techniques for integrating Copilot across various Microsoft 365 applications. This course aims to empower users to customize Copilot features to their specific work processes, driving innovation and improving workflow automation.

Date	Time	Register
Thurs 21 st Nov	9.30am-10.30am	Register
Tues 26 th Nov	11.00am-12.00pm	Register
Fri 6 th Dec	9.30am-10.30am	Register
Thurs 12 th Dec	11.00am-12.00pm	Register

Get Started with Copilot Studio

This introductory webinar provides a foundational understanding of Microsoft Copilot Studio, tailored for individuals eager to explore the integration of AI into application development. Through hands-on demo, participants will learn the basics of building and deploying AI-driven applications using Copilot Studio.

Date	Time	Register
Tues 10 th Dec	9.30am-10.30am	Register
Tues 17 th Dec	11.00am-12.00pm	Register

Going Further with Microsoft Excel

This webinar covers sophisticated data management techniques such as dynamic tables and advanced conditional formatting. Participants will also explore collaboration tools that enable efficient sharing and co-editing of spreadsheets in real-time, enhancing productivity in team environments and meet Copilot.

Date	Time	Register
Tues 19 th Nov	9.30am-10.30am	Register
Thurs 21 st Nov	1.30pm-2.30pm	Register
Thurs 12 th Dec	9.30am-10.30am	Register
Thurs 19 th Dec	1.30pm-2.30pm	Register

Get Started with Microsoft Power Apps

Learn the basics of app development with Power Apps. This webinar teaches how to build custom business apps without prior coding knowledge, focusing on user-friendly design interfaces and connecting apps to common data sources using pre-built connectors.

Date	Time	Register
Fri 15 th Nov	11.00am-12.00pm	Register
Fri 6 th Dec	3.00pm-4.00pm	Register
Thurs 12 th Dec	3.00pm-4.00pm	Register
Tues 17 th Dec	3.00pm-4.00pm	Register

Going Further with Microsoft Power Apps

Advanced Power Apps techniques are covered in this webinar, including integrating AI to analyse data within apps, enhancing user interfaces with custom controls, and connecting apps to complex databases and external APIs for a seamless user experience.

Date	Time	Register
Tues 19 th Nov	3.00pm-4.00pm	Register
Thurs 21 st Nov	3.00pm-4.00pm	Register
Fri 29 th Nov	1.30pm-2.30pm	Register
Tues 3 rd Dec	1.30pm-2.30pm	Register

Get Started with Microsoft Power Automate

Discover how to use the power of automation using Microsoft Power Automate. This webinar includes practical examples of how to build automated workflows for data collection, content approval processes, and integration with common business apps, reducing manual tasks and improving efficiency.

Date	Time	Register
Fri 15 th Nov	1.30pm-2.30pm	Register
Fri 6 th Dec	1.30pm-2.30pm	Register

Going Further with Microsoft Power Automate and AI Builder

For users familiar with basic automation, this webinar offers advanced techniques and strategies to build complex workflows in Power Automate. It covers using AI builder, managing APIs, and creating custom connectors to enhance and automate across business platforms.

Date	Time	Register
Fri 15 th Nov	3.00pm-4.00pm	Register
Thurs 19 th Dec	11.00am-12.00pm	Register

Get Started with Microsoft SharePoint Online

Gain fundamental knowledge of SharePoint Online, focusing on how to efficiently create and manage sites. Learn to navigate document libraries, customize site layouts, and understand basic permissions and security settings. This webinar is ideal for new users who need to utilize SharePoint for daily content management and collaboration.

Date	Time	Register
Weds 13 th Nov	1.30pm-2.30pm	Register
Fri 29 th Nov	3.00pm-4.00pm	Register
Tues 10 th Dec	1.30pm-2.30pm	Register
Thurs 12 th Dec	1.30pm-2.30pm	Register

Going Further with SharePoint Online

Building on basic skills, this webinar delves into more advanced features of SharePoint Online, including integration with other Microsoft 365 apps, developing custom forms, and automating workflows. Ideal for users who wish to transform their SharePoint site into a powerful tool for team collaboration and data management.

Date	Time	Register
Tues 19 th Nov	11.00am-12.00pm	Register
Tues 26 th Nov	3.00pm-4.00pm	Register

Get Started with Microsoft Power BI Desktop

Learn the essentials of business intelligence and data visualization and how to connect and import data, transform it into actionable insights, and craft compelling reports. The webinar covers building narrative dashboards, using Power BI's analytics for ad-hoc analysis, sharing insights and introduces DAX.

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Tues 26 th Nov	1.30pm-2.30pm	Register
Tues 17 th Dec	1.30pm-2.30pm	Register
Thurs 19 th Dec	3.00pm-4.00pm	Register

Going Further with Microsoft Power BI + Meet Copilot

Learn complex data modelling, advanced DAX, and sophisticated visualization techniques. Learn optimization for performance, management of large datasets, and creation of interactive reports for decision-making. The webinar also addresses data governance and security best practices within Power BI.

Date	Time	Register
Tues 19 th Nov	1.30pm-2.30pm	Register
Tues 3 rd Dec	3.00pm-4.00pm	Register

Get Started with Microsoft Forms + Meet Copilot

Utilize the advanced features of Microsoft Forms, enhanced with AI, to create, distribute, and analyse surveys and forms efficiently. Learn how AI can predict question types, analyse responses in real-time, and provide comprehensive insights.

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Thurs 19 th Dec	9.30am-10.30am	Register

Get Started with Microsoft OneNote

OneNote is your one-stop shop for capturing ideas, organizing information, and collaborating with ease. This session equips you with the essential and advanced features to transform your note-taking and information management.

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Fri 29 th Nov	11.00am-12.00pm	Register
Tues 3 rd Dec	11.00am-12.00pm	Register
Fri 6 th Dec	11.00am-12.00pm	Register

Get Started with Microsoft Planner

This webinar introduces Microsoft Planner as a tool for effective task and project management. Learn how to set up boards, assign tasks, track progress, and integrate Planner with other Microsoft 365 apps to enhance team collaboration.

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