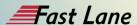**Microsoft**

Virtual Training Hours

Sharpen and develop your digital skills through our Microsoft funded, virtual training hours running through Spring 2025. Sessions deliver pre-recorded content with live Q&A.

Gain deeper knowledge of Microsoft 365 Copilot, Copilot Chat, Copilot Agents, Copilot Studio, Forms, OneNote, Planner, PowerPoint, Word, OneDrive, Bookings, Power BI, Excel and SharePoint Online.

Hosted and moderated on behalf of Microsoft by **Fast Lane**

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 course is designed to provide participants with a thorough understanding of Copilot for Microsoft 365. Participants will learn how to set up and use Copilot to enhance their productivity and streamline their daily tasks. The course will cover practical scenarios for using Copilot in various applications, particularly in MS Teams. Participants will also learn how to effectively communicate with Copilot, utilize it in meetings, and stay updated with the latest features.

Date	Time	Register	Date	Time	Register
Tues 1st April	11.00am -12.00pm	Register	Weds 4th June	9.30am-10.30am	Register
Weds 9th April	1.30pm-2.30pm	Register	Tues 17th June	3.00pm-4.00pm	Register
Thurs 24th April	9.30am-10.30am	Register	Thurs 26th June	11.00am -12.00pm	Register
Weds 21st May	9.30am-10.30am	Register			

Going Further with Microsoft Excel + Meet Copilot

This session is designed to elevate Excel skills by integrating the capabilities of Copilot. It aims to transform data handling, automate tasks, and create sophisticated visualizations, making workflows more efficient and effective. Additionally, the session delves into advanced formulas and data analytics techniques to provide deeper insights and more powerful data manipulation capabilities.

Date	Time	Register	Date	Time	Register
Tues 1st April	9.30am-10.30am	Register	Tues 3rd June	9.30am-10.30am	Register
Thurs 10th April	9.30am-10.30am	Register	Weds 18th June	9.30am-10.30am	Register
Tues 29th April	9.30am-10.30am	Register	Thurs 26th June	9.30am-10.30am	Register
Thurs 15th May	9.30am-10.30am	Register			

Going Further with Microsoft 365 Copilot

This course is designed to provide participants with a comprehensive understanding of Microsoft Copilot and its integration with various Microsoft 365 apps. Participants will learn how to effectively utilize Copilot to enhance productivity and streamline tasks across different apps. The course will cover an overview of the architecture and components of Copilot, including its interaction with Microsoft 365 Apps.

Date	Time	Register	Date	Time	Register
Thurs 3rd April	11.00am-12.00pm	**Register**	Tues 17th June	9.30am-10.30am	**Register**
Tues 29th April	3.00pm-4.00pm	**Register**	Tues 24th June	3.00pm-4.00pm	**Register**
Tues 3rd June	3.00pm-4.00pm	**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
Thurs 24th April	11.00am-12.00pm	**Register**
Thurs 1st May	3.00pm-4.00pm	**Register**
Weds 4th June	11.00am-12.00pm	**Register**
Thurs 19th June	01:30pm- 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
Tues 29th April	01:30pm- 2:30pm	**Register**
Thurs 22nd May	3.00pm-4.00pm	**Register**
Tues 24h June	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
Tues 1st April	1.30pm-2.30pm	**Register**
Tues 15th April	11.00am-12.00pm	**Register**
Tues 13th May	11.00am-12.00pm	**Register**
Thurs 5th June	9.30am-10.30am	**Register**
Thurs 19th June	3.00pm-4.00pm	**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

Date	Time	Register
Thurs 10th April	1.30pm-2.30pm	**Register**
Thurs 15th May	3.00pm-4.00pm	**Register**
Tues 17th June	1.30pm-2.30pm	**Register**

www.aka.ms/VirtualTrainingHours

Microsoft

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.

Date	Time	Register
Weds 9th April	9.30am-10.30am	Register
Thurs 1st May	11.00am-12.00pm	Register
Thurs 5th June	11.00am-12.00pm	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
Thurs 24th April	3.00pm-4.00pm	Register
Weds 21st April	3.00pm-4.00pm	Register
Tues 3rd June	1.30pm-2.30pm	Register

Get Started with Microsoft Forms + Meet Copilot

This course is designed to provide participants with a comprehensive understanding of Microsoft Forms and its integration with Copilot. Participants will learn how to create, customize, and analyse forms and quizzes using both manual methods and Copilot assistance.

Date	Time	Register
Thurs 3rd April	3.00pm-4.00pm	Register
Thurs 15h May	1.30pm-2.30pm	Register
Weds 18th June	3.00pm-4.00pm	Register

Get Started with Microsoft OneNote + Meet Copilot

The course is designed to elevate OneNote skills by integrating the advanced capabilities of Copilot. It aims to transform notetaking, automate tasks, create sophisticated visualizations, facilitate collaboration, and integrate OneNote with other apps.

Date	Time	Register
Tues 15th April	9.30am-10.30am	Register
Tues 13th May	9.30am-10.30am	Register
Thurs 5th June	3.00pm-4.00pm	Register

Get Started with Microsoft Planner

This course is designed to provide participants with a thorough understanding of Microsoft Planner and its integration with Copilot. Participants will learn how to create, manage, and track plans using both manual methods and Copilot assistance. The course will also cover new features and terminology, as well as how to use Planner within Microsoft Teams.

Date	Time	Register
Thurs 3rd April	9.30am-10.30am	Register
Weds 21st May	11.00am-12.00pm	Register
Thurs 19th June	11.00am-12.00pm	Register

www.aka.ms/VirtualTrainingHours

Microsoft

Get Started with Copilot Studio

This course is designed to provide participants with a comprehensive understanding of Copilot Studio and its latest features and terminology. Participants will learn how to set up, navigate, and utilize Copilot Studio to create and manage agents effectively. The course will cover advanced features such as generative AI, multilingual support, and Bing Custom Search integration.

Date	Time	Register
Tues 15th April	1.30pm-2.30pm	Register
Thurs 15th May	11.00am-12.00pm	Register
Thurs 26th June	3.00pm-4.00pm	Register

Get Started with Copilot Chat

NEW

Explanation of Microsoft 365 Copilot Chat as a standalone AI-powered assistant designed to enhance productivity without requiring a Microsoft 365 Copilot license.

Date	Time	Register	Date	Time	Register
Thurs 10th April	11.00am-12.00pm	Register	Thurs 22nd May	11.00am-12.00pm	Register
Tues 29th April	11.00am-12.00pm	Register	Weds 4th June	3.00pm-4.00pm	Register
Thurs 1st May	9.30am-10.30am	Register	Thurs 19th June	9.30am-10.30am	Register
Weds 21st May	1.30pm-2.30pm	Register	Thurs 26th June	1.30pm-2.30pm	Register

Get Started with Microsoft Copilot Agents

NEW

This session is designed to provide you with a comprehensive understanding of Microsoft Copilot Agents and Agentic AI, exploring their definitions, characteristics, and practical applications. You will learn about the core principles and mechanisms of Agentic AI, differentiate between traditional AI and Agentic AI, and discover how to create and customize AI agents using tools like Microsoft Copilot Studio.

Date	Time	Register
Thurs 10th April	3.00pm-4.00pm	Register
Thurs 1st May	1.30pm-2.30pm	Register
Thurs 22nd May	9.30am-10.30am	Register
Thurs 5th June	1.30pm-2.30pm	Register
Tues 24th June	9.30am-10.30am	Register

Get Started with Microsoft Bookings

This session introduces Microsoft Bookings, focusing on its key features and functionalities for scheduling and managing appointments. Participants will learn how to set up and customize their booking page, manage appointments efficiently, and integrate with other Microsoft 365 tools like Outlook and Teams.

Date	Time	Register
Weds 9th April	11.00am-12.00pm	Register
Weds 4th June	1.30pm-2.30pm	Register

Microsoft

Get Started with Microsoft OneDrive + Meet Copilot

This session introduces Microsoft OneDrive, focusing on its key features, advanced tools like version history and offline access, and integration with Microsoft Office apps and SharePoint for seamless collaboration. Participants will also explore Microsoft 365 Copilot and its productivity-enhancing capabilities, as well as OneDrive's security features and best practice

Date	Time	Register
Thurs 3rd April	1.30pm-2.30pm	Register
Tues 13th May	1.30pm-2.30pm	Register
Weds 18th June	1.30pm-2.30pm	Register

Going Further with Microsoft PowerPoint + Meet Copilot

This session delves into advanced PowerPoint features, focusing on enhancing slide design, utilizing Slide Masters, and effectively applying transitions and animations. Participants will learn to create compelling data visualizations, incorporate interactive elements, and master advanced presentation techniques. The course also covers creating video presentations and introduces Microsoft 365 Copilot, highlighting its capabilities in assisting with design suggestions and content generation.

Date	Time	Register
Tues 15th April	3.00pm-4.00pm	Register
Thurs 22nd May	1.30pm-2.30pm	Register
Tues 24th June	1.30pm-2.30pm	Register

Going Further with Microsoft Word + Meet Copilot

This session delves into advanced Microsoft Word features, focusing on key formatting techniques, collaboration tools, and automation capabilities. Participants will explore advanced document elements, security features, and best practices for efficient document management. Additionally, they will learn how to leverage Microsoft 365 Copilot in Word to generate content, summarize documents, and receive intelligent suggestions to enhance their writing.

Date	Time	Register
Weds 9th April	3.00pm-4.00pm	Register
Tues 13th May	3.00pm-4.00pm	Register
Tues 17th June	11.00am-12.00pm	Register

Microsoft Excel Pivot Mastery + Meet Copilot

This session introduces Microsoft Excel Pivot Tables, Power Pivot, and Copilot, focusing on their key features, basic concepts like fields and areas, and advanced tools such as calculated fields and pivot charts. Participants will also explore Copilot in Excel and its capabilities in creating and customizing pivot charts. The session covers the creation and customization of pivot tables and Power Pivot, data analysis, and dashboard creation with interactive elements like slicers and timelines

Date	Time	Register
Tues 1st April	3.00pm-4.00pm	Register
Thurs 24th April	1.30pm-2.30pm	Register
Tues 3rd June	11.00am-12.00pm	Register
Weds 18th June	11.00am-12.00pm	Register

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