

# Virtual Training Hours

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

Gain deeper knowledge of Microsoft 365 Copilot, Copilot Studio, Forms, OneNote, Planner, PowerPoint, Word, OneDrive, Bookings, 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](mailto: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 21st Jan	9.30am-10.30am	<a href="#">Register</a>	Tues 25th Feb	11.00am-12.00pm	<a href="#">Register</a>
Thurs 30th Jan	9.30am-10.30am	<a href="#">Register</a>	Tues 4th March	1.30pm -2.30pm	<a href="#">Register</a>
Tues 4th Feb	9.30am-10.30am	<a href="#">Register</a>	Thurs 13th March	3.00pm-4.00pm	<a href="#">Register</a>
Thurs 13th Feb	9.30am-10.30am	<a href="#">Register</a>	Tues 18th March	11.00am-12.00pm	<a href="#">Register</a>
Tues 18th Feb	1.30pm -2.30pm	<a href="#">Register</a>	Thurs 27th March	3.00pm-4.00pm	<a href="#">Register</a>

## Going Further with Microsoft Excel

The course 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 course 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 28th Jan	9.30am-10.30am	<a href="#">Register</a>	Tues 25th Feb	1.30pm-2.30pm	<a href="#">Register</a>
Thurs 6th Feb	1.30pm-2.30pm	<a href="#">Register</a>	Thurs 13th March	11.00am-12.00pm	<a href="#">Register</a>
Tues 11th Feb	1.30pm-2.30pm	<a href="#">Register</a>	Thurs 20th March	3.00pm-4.00pm	<a href="#">Register</a>
Thurs 20th Feb	1.30pm-2.30pm	<a href="#">Register</a>	Tues 25th March	3.00pm-4.00pm	<a href="#">Register</a>

## 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 23 <sup>rd</sup> Jan	1.30pm-2.30pm	<a href="#">Register</a>	Thurs 13 <sup>th</sup> Feb	1.30pm-2.30pm	<a href="#">Register</a>
Tues 28 <sup>th</sup> Jan	1.30pm-2.30pm	<a href="#">Register</a>	Thurs 27 <sup>th</sup> Feb	1.30pm-2.30pm	<a href="#">Register</a>
Thurs 30 <sup>th</sup> Jan	1.30pm-2.30pm	<a href="#">Register</a>	Thurs 6 <sup>th</sup> March	11.00am-12.00pm	<a href="#">Register</a>
Tues 4 <sup>th</sup> Feb	1.30pm-2.30pm	<a href="#">Register</a>	Tues 11 <sup>th</sup> March	11.00am-12.00pm	<a href="#">Register</a>

## 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.

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Thurs 23 <sup>rd</sup> Jan	11.00am-12.00pm	<a href="#">Register</a>
Thurs 13 <sup>th</sup> Feb	11.00am-12.00pm	<a href="#">Register</a>
Thurs 27 <sup>th</sup> Feb	11.00am-12.00pm	<a href="#">Register</a>

## 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.

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Tues 21 <sup>st</sup> Jan	3.00pm-4.00pm	<a href="#">Register</a>
Tues 11 <sup>th</sup> Feb	9.30am-10.30am	<a href="#">Register</a>
Tues 18 <sup>th</sup> Feb	11.00am-12.00pm	<a href="#">Register</a>

## 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 21 <sup>st</sup> Jan	1.30pm-2.30pm	<a href="#">Register</a>
Tues 28 <sup>th</sup> Jan	11.00am-12.00pm	<a href="#">Register</a>
Tues 18 <sup>th</sup> Feb	9.30am-10.30am	<a href="#">Register</a>
Thurs 20 <sup>th</sup> March	11.00am-12.00pm	<a href="#">Register</a>

## 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.

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Thurs 23 <sup>rd</sup> Jan	9.30am-10.30am	<a href="#">Register</a>
Thurs 30 <sup>th</sup> Jan	3.00pm-4.00pm	<a href="#">Register</a>
Tues 4 <sup>th</sup> Feb	11.00am-12.00pm	<a href="#">Register</a>
Thurs 13 <sup>th</sup> March	1.30pm-2.30pm	<a href="#">Register</a>

## 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 28 <sup>th</sup> Jan	3.00pm-4.00pm	<a href="#">Register</a>	Thurs 27 <sup>th</sup> Feb	9.30am-10.30am	<a href="#">Register</a>
Thurs 6 <sup>th</sup> Feb	9.30am-10.30am	<a href="#">Register</a>	Tues 11 <sup>th</sup> March	3.00pm-4.00pm	<a href="#">Register</a>

## 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.

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Thurs 6 <sup>th</sup> Feb	11.00am-12.00pm	<a href="#">Register</a>
Thurs 13 <sup>th</sup> Feb	3.00pm-4.00pm	<a href="#">Register</a>
Tues 25 <sup>th</sup> Feb	9.30am-10.30am	<a href="#">Register</a>

## Get Started with Microsoft Forms + Meet Copilot

**UPDATED**

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
Tues 4 <sup>th</sup> Feb	3.00pm-4.00pm	<a href="#">Register</a>
Thurs 20 <sup>th</sup> Feb	3.00pm-4.00pm	<a href="#">Register</a>
Tues 4 <sup>th</sup> March	11.00am-12.00pm	<a href="#">Register</a>
Tues 25 <sup>th</sup> March	1.30pm-2.30pm	<a href="#">Register</a>

## Get Started with Microsoft OneNote

**UPDATED**

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
Thurs 6 <sup>th</sup> March	9.30am-10.30am	<a href="#">Register</a>
Tues 18 <sup>th</sup> March	9.30am-10.30am	<a href="#">Register</a>

## Get Started with Microsoft Planner

**UPDATED**

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
Tues 18 <sup>th</sup> Feb	3.00pm-4.00pm	<a href="#">Register</a>
Thurs 20 <sup>th</sup> Feb	11.00am-12.00pm	<a href="#">Register</a>
Thurs 27 <sup>th</sup> Feb	3.00pm-4.00pm	<a href="#">Register</a>
Tues 4 <sup>th</sup> March	9.30am-10.30am	<a href="#">Register</a>

## Get Started with Copilot Studio

UPDATED

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
Thurs 6 <sup>th</sup> Feb	3.00pm-4.00pm	<a href="#">Register</a>
Tues 11 <sup>th</sup> Feb	3.00pm-4.00pm	<a href="#">Register</a>
Thurs 20 <sup>th</sup> Feb	9.30am-10.30am	<a href="#">Register</a>
Tues 25 <sup>th</sup> Feb	3.00pm-4.00pm	<a href="#">Register</a>
Tues 18 <sup>th</sup> March	3.00pm-4.00pm	<a href="#">Register</a>

## Get Started with Microsoft Bookings

NEW

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.

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Tues 4 <sup>th</sup> March	3.00pm-4.00pm	<a href="#">Register</a>
Thurs 27 <sup>th</sup> March	9.30am-10.30am	<a href="#">Register</a>

## Get Started with Microsoft OneDrive + Meet Copilot

NEW

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

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Thurs 13 <sup>th</sup> March	9.30am-10.30am	<a href="#">Register</a>
Tues 18 <sup>th</sup> March	1.30pm-2.30pm	<a href="#">Register</a>
Thurs 27 <sup>th</sup> March	1.30pm-2.30pm	<a href="#">Register</a>

## Going Further with Microsoft PowerPoint + Meet Copilot

NEW

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.

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Thurs 6 <sup>th</sup> March	3.00pm-4.00pm	<a href="#">Register</a>
Thurs 20 <sup>th</sup> March	9.30am-10.30am	<a href="#">Register</a>
Tues 25 <sup>th</sup> March	11.00am-12.00pm	<a href="#">Register</a>

## Going Further with Microsoft Word + Meet Copilot

NEW

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.

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Thurs 6 <sup>th</sup> March	1.30pm-2.30pm	<a href="#">Register</a>
Tues 11 <sup>th</sup> March	1.30pm-2.30pm	<a href="#">Register</a>
Thurs 20 <sup>th</sup> March	1.30pm-2.30pm	<a href="#">Register</a>
Thurs 27 <sup>th</sup> March	11.00am-12.00pm	<a href="#">Register</a>

## Microsoft Excel Pivot Mastery + Meet Copilot

NEW

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

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Tues 11 <sup>th</sup> March	9.30am-10.30am	<a href="#">Register</a>
Tues 25 <sup>th</sup> March	9.30am-10.30am	<a href="#">Register</a>