CloudW Training Courses January 2019 – April 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	Additional Information
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	17/01/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
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!)	22/01/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
Using Sway for Presentations and Newsletters	Creating online presentations or newsletters	24/01/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
MS Publisher Intermediate	Learn more advanced features of Publisher such as layering, transparency, styles and Master Pages	28/01/2019	13:00 - 15:30	Contact us for price	n/a	Refreshments included
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.	31/01/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included

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.	31/01/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
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	04/02/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
MS Excel Advanced	Protecting datasheets, importing and exporting, linking between worksheets, conditional formatting, opening and sharing workbooks, pivot table and features, summarising and subtotals	05/02/2019	9:30 - 15:30	Contact us for price	n/a	Lunch Provided
Using SMART Notebook Basic/Intermediate/ Advanced	A detailed look at SMART Notebook software including doing more with SMART Exchange, features to improve your productivity while using the board and a deeper look at the power of Smart Lab.	06/02/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the Technical Support SLA	Refreshments included
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.	06/02/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included

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	26/02/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
MS PowerPoint Intermediate	A look at the more advanced features of PowerPoint such as more powerful design features, better animation and embedding other media.	28/02/2019	13:00 - 15:30	Contact us for price	n/a	Refreshments included
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.	01/03/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
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.	05/03/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
Using Email with Children	How to use email with children in the classroom.	07/03/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
Introduction to Windows 10	An invaluable introduction into Windows 10 along with some of the tips and tricks to make you more productive.	07/03/2019	13:00 - 15:00	Contact us for price	Free if your school has bought into the Technical Support SLA	Refreshments included
MS Excel Basic/Intermediate	Learn about the basics and some more advanced techniques for Microsoft Excel. Including	12/03/2019	9:30 - 12:00	Contact us for price	n/a	Refreshments included

	formulas, conditional formatting and protecting spreadsheets.				
Using Sway in the Classroom	How you can use Microsoft Sway within the classroom so your pupils can create interactive newsletters, presentations and tutorials.	14/03/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
Using Sway in the Classroom	How you can use Microsoft Sway within the classroom so your pupils can create interactive newsletters, presentations and tutorials.	18/03/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
Skype in the Classroom	How to use the Microsoft Education Community to bring Skype in the Classroom to life and have your class communicate with other classes and leading experts around the world.	19/03/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
MS Word Intermediate	Learn more about Word including Styles, Tables of Contents, Indexes and mail merging.	21/03/2019	9:30 - 12:00	Contact us for price	n/a	Refreshments included
Using SMART Notebook Basic/Intermediate/ Advanced	A detailed look at SMART Notebook software including doing more with SMART Exchange, features to improve your productivity while using the board and a deeper look at the power of Smart Lab.	21/03/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the Technical Support SLA	Refreshments included
Effective use of Outlook 2016	An introduction into Outlook 2016 and how you can use it effectively to manage your email, calendars and contacts.	22/03/2019	09:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included

Effective use of Outlook 2016	An introduction into Outlook 2016 and how you can use it effectively to manage your email, calendars and contacts.	26/03/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
MS Excel Basic/Intermediate	Learn about the basics and some more advanced techniques for Microsoft Excel. Including formulas, conditional formatting and protecting spreadsheets.	28/03/2019	9:30 - 12:00	Contact us for price	n/a	Refreshments included
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.	28/03/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
Introduction to Windows 10	An invaluable introduction into Windows 10 along with some of the tips and tricks to make you more productive.	29/03/2019	9:30 - 11:30	Contact us for price	Free if your school has bought into the Technical Support SLA	Refreshments included
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.	02/04/2019	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
Using SMART Notebook Basic/Intermediate/ Advanced	A detailed look at SMART Notebook software including doing more with SMART Exchange, features to improve your productivity while using the board and a deeper look at the power of Smart Lab.	02/04/2019	13:00 - 15:30	Contact us for price	Free if your school has bought into the Technical Support SLA	Refreshments included

MS Excel Advanced	Protecting datasheets, importing and exporting, linking between worksheets, conditional formatting, opening and sharing workbooks, pivot table and features, summarising and subtotals	04/04/2019	9:30 - 15:30	Contact us for price	n/a	Lunch Provided