

## CloudW Training Courses October 2018 – November 2018

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](mailto:websupport@cloudw.co.uk)

Course Name	Course Description	Date	Time	Price	No cost if part of SLA	Additional Information
<b>Using Office 365 Email, Calendar and Contacts</b>	How to access emails, changing various settings eg. Set rules, signature, block email addresses, sharing calendars, creating contacts, etc	08/10/2018	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>Using Microsoft Forms for Capturing Data</b>	Creating online surveys/forms that can be completed by internal staff or anonymous users. (Ideal for parent questionnaires or student quizzes!)	08/10/2018	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>Using Sway for Presentations and Newsletters</b>	Creating online presentations or newsletters	09/10/2018	13:00 - 16:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>MS Publisher Intermediate</b>	Learn more advanced features of Publisher such as layering, transparency, styles and Master Pages	11/10/2018	9:30 - 12:00	Contact us for price	n/a	Refreshments included
<b>Using Microsoft Teams in the Workplace</b>	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.	11/10/2018	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included

<b>Effective use of OneDrive</b>	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	12/10/2018	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>Using Microsoft Teams in the Classroom</b>	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.	15/10/2018	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>Using Office 365 Email, Calendar and Contacts</b>	How to access emails, changing various settings eg. Set rules, signature, block email addresses, sharing calendars, creating contacts, etc	18/10/2018	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>Using SMART Notebook Basic/Intermediate</b>	How to use the basics of the new SMART Notebook software including the different tools and the very power Smart Lab plug in.	18/10/2018	13:00 - 15:30	Contact us for price	Free if your school has bought into the Technical Support SLA	Refreshments included
<b>MS PowerPoint Intermediate</b>	A look at the more advanced features of PowerPoint such as more powerful design features, better animation and embedding other media.	19/10/2018	9:30 - 12:00	Contact us for price	n/a	Refreshments included
<b>OneNote – Basic/Intermediate</b>	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.	23/10/2018	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included

<b>Using Microsoft Teams in the Classroom</b>	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.	24/10/2018	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>Using Email with Children</b>	How to use email with children in the classroom.	24/10/2018	13:00 - 15:30	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>Using SMART Notebook Advanced</b>	A more 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.	06/11/2018	13:00 - 15:30	Contact us for price	Free if your school has bought into the Technical Support SLA	Refreshments included
<b>Using Sway in the Classroom</b>	How you can use Microsoft Sway within the classroom so your pupils can create interactive newsletters, presentations and tutorials.	08/11/2018	13:00 - 16:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>MS Excel Basic/Intermediate</b>	Learn about the basics and some more advanced techniques for Microsoft Excel. Including formulas, conditional formatting and protecting spreadsheets.	09/11/2018	9:30 - 12:00	Contact us for price	n/a	Refreshments included
<b>Introduction to Windows 10</b>	An invaluable introduction into Windows 10 along with some of the tips and tricks to make you more productive.	12/11/2018	9:30 - 11:30	Contact us for price	Free if your school has bought into the Technical Support SLA	Refreshments included

<b>Using Microsoft Teams in the Workplace</b>	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.	15/11/2018	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>Skype in the Classroom</b>	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.	19/11/2018	9:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>MS Word Intermediate</b>	Learn more about Word including Styles, Tables of Contents, Indexes and mail merging.	20/11/2018	13:00 - 15:30	Contact us for price	n/a	Refreshments included
<b>Effective use of Outlook 2016</b>	An introduction into Outlook 2016 and how you can use it effectively to manage your email, calendars and contacts.	22/11/2018	09:30 - 12:00	Contact us for price	Free if your school has bought into the cloudW SLA	Refreshments included
<b>MS Excel Advanced</b>	Protecting datasheets, importing and exporting, linking between worksheets, conditional formatting, opening and sharing workbooks, pivot table and features, summarising and subtotals	27/11/2018	9:30 - 15:30	Contact us for price	n/a	Lunch Provided