

2021

IT Training Sessions

ALGIM

ASSOCIATION OF LOCAL GOVERNMENT INFORMATION MANAGEMENT

22 Jan 2021

ALGIM IT Training Sessions

WORK FASTER AND MORE EFFICIENTLY.

ALGIM IT User training sessions help your teams make the most of the software they use every day.

- ALGIM conducts convenient and practical IT User Training for your teams.
- Our training sessions are conducted on-site at your place - so your teams can learn together.
- The majority of our sessions are also able to be conducted live online - so your teams can learn from anywhere they have an internet connection.
- We source highly rated trainers who are experts in their field. Our lead trainer has 30 years of experience conducting applications training to IT Users around the world and also conducts Train the Trainer sessions.
- Our training is very effective as you pay for the trainer to conduct the session for a set maximum of attendees on the session rather than a cost per an attendee.

THE MORE PEOPLE ON A SESSION – THE MORE YOU SAVE!

We offer 3 training styles and tiers that are perfect for groups:

Delivery	Attendee Number	Duration	Cost
CLASSROOM style (More intimate personalised training)	Max 12 attendees	Half-day	\$ 971.50
		Full-day	\$ 1,275.00
SEMINAR style (Less intimate, less personalised attention from the trainer)	13-20 attendees	Half-day	\$ 1,335.70
		Full-day	\$ 1,700.00
LECTURE/ROADSHOW/DEMO style (additional \$17.00 per attendee when over 100 attendees)	21-100 attendees	Half-day	\$ 2,428.50
		Full-day	\$ 2,975.00

* Costs shown do not apply to Power BI Training Sessions, exclude Travel and Accommodation costs for On-Site/At Your Place sessions, are GST exclusive and subject to change without notice – so always be sure to check with us first.

Speak to us about your training needs and we can customise training sessions to meet the requirements of your team.

Book a session for your team today or lodge your enquiry [here](#).

What others have said:

"I found the trainer's ability to be extremely good. One of the top 3 trainers I have ever encountered. I have attended quite a few training sessions over my 25-year working life."

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MICROSOFT TRAINING OVERVIEWS

Microsoft 365 Overview

This session gives a good well-rounded introduction to what Microsoft 365 is and includes a high-level explanation of the apps included. Essential for all places that have deployed or are considering deploying Microsoft 365 to their users! Let users know what is in Microsoft 365, so they can best decide which apps will boost their teamwork.

Costs

Cost per trainer per day and half-day.

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Course Content

This session will provide an overview of Microsoft 365 and an explanation of the following Microsoft 365 applications and features:

Recommended Duration: Approx. 1 Day (6 Hours)

To-Do	Teams
Delve	Kaizala
Lists	Yammer
Planner	Stream
Forms	Sway
Power Automate	Power BI
Whiteboard	Power Apps
One-Note	PowerApps
OneDrive	Sharing files internally or externally
SharePoint	Collaborative editing
	Microsoft 365 Phone Apps

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Microsoft Teams

This session gives a good well-rounded introduction to Microsoft Teams.

Prerequisite

Attendees must already be familiar with working in Microsoft Windows or macOS. Experience with email and or other Microsoft Office application like Word, Excel or PowerPoint is an advantage.

Costs

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Course Content

This session gives a good well-rounded introduction to Microsoft Teams.

Recommended Duration: Approx. 1 Day (6 Hours)

<p>Introduction: What is Microsoft Teams? Tour the Teams Screen</p>	<p>Working with files Share files Real-time collaboration</p>	<p>Integrations Integrate services or adding a tab Integrate SharePoint Integrate OneNote</p>
<p>Creating or joining MS Teams Create a team Private vs Public Teams Add members and owners Add external people to Teams</p>	<p>Private Chats Start Chat Add people to Chat Chat emoji and text formatting Convert chats to meetings</p>	<p>Finding Content in Teams Feed filter Search for chats Search for files Search for people</p>
<p>Working with Team Channels Create channels Manage channels Channel favourites Start Conversations Reply to conversations Use @ mentions</p>	<p>Team meetings Schedule meetings in Teams Meet tools Audio and video Share files in a meeting Taking Notes/Minutes in a Meeting</p>	<p>Profile Management Work with status indicators View saved channels Team themes Application settings Notification settings</p>
<p>Extras Use Search and /Commands Leave a Team</p>	<p>Extras Delete Channels and Teams Get Help</p>	<p>Extras Use the Desktop and Mobile apps</p>

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Microsoft Planner

This session will show you how to create plans, buckets and tasks, assign tasks to other people, attach labels and files to tasks, work with planner views to track tasks and use the desktop and mobile Planner apps.

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Course Content

Recommended Duration: Approx. 1 Day (6 Hours)

Introduction

- What is Microsoft Planner?
- Access Planner
- Tour the Planner Screen

Using buckets and tasks

- Use Buckets
- Create Tasks
- Create More Detailed Tasks
- Attach Files to Tasks
- Assign Tasks
- Flag Tasks with Labels
- Update task's status
- Re-organise Tasks
- Change the View

Creating a plan

- Create a Plan
- Add Tasks

Extras

- Monitor Plans, Tasks and Assignments
- Review Schedules
- View your Work Graphically
- Add Tasks whilst in Chart View
- Change the Group
- Re-assigning Tasks
- Use the Planners Desktop and Mobile apps

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OneDrive and SharePoint File Management

Costs

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Course Content

Recommended Duration: Approx. Half Day (3 Hours)

OneDrive

- Create Documents and Folders in OneDrive
- Share Documents and Folders
- Sharing Permissions
- Unshare
- Document Versions
- Copy or Move Documents to SharePoint
- Scanning Documents, Whiteboards and Business Cards into OneDrive

SharePoint

- Work with Libraries
- Create Documents and Folders
- Check Out and Check In Documents
- Share Documents and Folders
- Sharing Permissions
- Unshare
- Send a link to a document
- Document Versions
- Create Library Views
- Collaborative Editing

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Microsoft Excel – Level 1

This session will provide you with the essential skills to get started with Excel. You will learn to handle text and data entry, format, print and use entry level or basic formulas to perform calculations.

Costs

Cost per trainer per day and half-day.

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Course content

Recommended Duration: Approx. 1 Day (6 Hours)

1. Getting started with Excel

- Tour the screen
- Navigate in Excel
- Select Data
- Enter Data
- Save a Workbook
- Obtain Help

3. Performing Calculations

- Create Basic Calculations and Formulas
- Understand BODMAS or PEDMAS
- Use Basic Functions
Sum Average Max Min Count
- Use AutoSum, AutoAverage, AutoMax, AutoMin
- Calculate with Functions
- Copy and Fill Formulas and Functions
- Create an Absolute Reference (F4)

4. Formatting a worksheet

- Change Font Size and Type
- Add Borders and Colour to Cells
- Change Column Width and Row Height
- Merge Cells together
- Apply Number Formats (\$, %, Date, etc)

5. Developing a workbook

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheets
- Copy a Workbook

6. Printing workbook contents

- Select what you want to print
- File > Print
- Select your print options
(Print selection only?)
- Create a Headers and a Footers
- Set Page Margins
- Change Page Orientation
- Print

7. Customising layout

- Split a Worksheet
- Arrange Worksheets
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Worksheets

Extras: Notes, Comments, Conditional Formatting, Intro to Charts (F11), Sparklines

Speak to us about your training needs so we can customise this course for your team.

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Microsoft Excel – Level 2

In this course you will learn to sort and filter data, use calculations and formulas, create charts, and use and create templates.

Costs

Cost per trainer per day and half-day.

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Course content

Recommended Duration: Approx. 1 Day (6 Hours)

1. Work with lists of data

This lesson shows the best-practice methods to create, manage and work with data contained within lists.

- Create Lists
- Sort Data in Lists
- Filter Data in Lists
- Add Data Validation Criteria
- Apply Conditional Formatting
- Create Sparklines
- Add Subtotals to Data in Lists

2. Understand how to perform calculations with more advanced formulas

This lesson helps you to create more advanced formulas and calculations with ease.

- Create and Apply a Name for a Range of Cells
- Calculate Across Worksheets
- Calculate with Logical Functions (IF Statements)
- Calculate with Financial Functions
- Calculate with Lookup Functions (VLookup, HLookup, XLookup)

3. Creating and modifying charts

This lesson covers the creation of charts or graphs from your spreadsheet data.

- Create a Chart
- Format Chart Items
- Change the Chart Type

4. Creating and using templates

This lesson covers the creation and use of your own Templates to speed the creation of spreadsheets that have a common structure.

- Create and use a Custom Template
- Add Comments into your spreadsheets
- Create Hyperlinks

5. Sharing and collaboration

This lesson demonstrates how to share spreadsheets and work together on spreadsheets stored in OneDrive

or SharePoint at the same time.

- Sharing Spreadsheets
- Realtime Collaboration with others

6. Extras

- Goal Seek
- Hyperlinks
- Removing Duplicates
- Creating Custom Views

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Microsoft Excel – Level 3

In this course you learn how to: Audit and analyse formulas in a spreadsheet to better understand them. Protect and share Excel files so more than one person can work on them at the same time. Create PivotTables and PivotCharts to better analyse data contained in long lists. Share Excel data with other applications.

Costs

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Course content

Recommended Duration: Approx. 1 Day (6 Hours)

1. Auditing worksheets

This lesson shows you quick ways to determine where your formulas derive their data from and what other formulas your figures might impact. Learn to use The Watch Window to track various formulas within your workbook as you change data.

- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Watch and Evaluate Formulas
- Group and Outline Data

2. Collaborating with others

This lesson covers how to protect access to your spreadsheets and data with passwords. Learn to share your

- workbook so others can work on it at the same time.
- Protect Files, Worksheets and Workbooks
- Share and co-author a Workbook

3. Analysing Data

This lesson helps analyse your data using Excel's built in tools.

- Create Scenarios
- Use Goal Seek and The Solver
- Develop a PivotTable or PivotChart Report
- Install and use The Analysis ToolPak

4. Working with multiple workbooks

This lesson demonstrates ways to consolidate data across multiple workbooks and how to create and manage links across workbooks.

- Consolidate Data from multiple sources
- Link Cells in Different Workbooks
- Edit Links

5. Import and Export Excel options

This learn explains how to import and export Excel data to and from other programs and how to tweak Excel's options.

- Export to Microsoft Word
- Import a Word Table
- Import Text Files
- Create Custom Toolbars and Buttons
- Update a Workbook's Properties
- Modify Excel's Default Settings

6. Extras

- Copy Data and Charts to Word or PowerPoint
- Link Data and Charts to Word and PowerPoint
- Create Workbook Templates

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Microsoft Word – Level 1

This course provides the essential skills needed to create, edit, format, and print Word documents.

Costs

Cost per trainer per day and half-day.

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CLASSROOM style (More intimate personalised training)	Max 12 attendees	Half-day	\$ 971.50
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Course content

Recommended Duration: Approx. 1 Day (6 Hours)

1. Creating Documents

This lesson introduces the Word screen and how you can obtain Help when you need it. Entering text, Previewing, Printing and Saving a document are also covered.

2. Editing a document

This lesson covers quick ways to edit a multipage document and using AutoText to automatically insert common blocks of text and graphics

3. Formatting text

This lesson focuses on fast, effective ways to format text within your document. Including why using the bold and italics buttons is not the best thing to do. You also learn how to quickly format and reformat a document in less time than it would normally takes others.

4. Formatting paragraphs

This lesson explains the important difference between Grammatical Paragraphs and Word Paragraphs to avoid common pitfalls others experience using Word, especially when working with Bullets and Numbers. You also learn to quickly format paragraphs.

5. Proofing a document

This lesson explains how to use the in-built features of Word to proof your document and ensure it is free of spelling and grammar mistakes. You also learn to use the Thesaurus to help find and use alternative words within your text.

6. Tables

This lesson covers the basics of creating and working with tables in Word.

7. Inserting graphics and videos

This lesson details easy ways to add and edit pictures and watermarks into your document, as well as inserting videos, special text characters, symbols and shapes.

8. Setting page appearance

This lesson deals with the document as a whole and shows ways to change the layout of your document including Margins, Page Orientation and more.

9. Extras

Version Control and Recover Unsaved Documents

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Microsoft Word – Level 2

This course will increase your expertise with Word. You learn quick ways to create and manage lists, tables (simple and complex), modify pictures, control text flow, work with and manage styles and templates, and perform mail merge operations.

Costs

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Course content

Recommended Duration: Approx. 1 Day (6 Hours)

1. More About Formatting

- Line and Page Breaks
- Widow and Orphan Control
- Keep a paragraph with the next paragraph
- Keep Lines Together
- Page Break Before
- Section Breaks
- Text Columns

2. Managing Lists

- Sort a List
- Restart the numbering of a List
(Right Click on the number)
- Create a Multi Level List
(Shift Alt and the arrow keys)

3. More About Tables

- Sort a Table
- Convert Text to a Table
- Add a Calculation/Formula to a Table
- Create a chart in Word

4. Working with Custom Styles

- Create a New Style
- Create a Character Style
- Create a Paragraph Style
- Adding a Page Break before a Heading Style

5. More about Graphics

- Draw Shapes and Lines
(Shift to make perfect Shape or CTRL to draw from centre)
- Insert Icons, 3d Shapes, SmartArt, Charts
- Take and insert Screenshots

6. Using Word with other Applications

- Link Excel Spreadsheets or Charts into Word
- View the Links dialog box from the Files menu
- Break or Update Links or View the source
- Send a document as an Email attachment
- Export a document to PDF
- Open and Edit a PDF in Word

7. Extras

- Create and Use a Template
- Share Documents with others
- Collaborate live on Documents with others
- Mail Merge

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Microsoft Word – Level 3

This course provides the skills for working faster with long documents, including linking information from other programs. Topics covered include Tables of Contents, Indexes and cross-references, how others can electronically review your documents, and how to create Forms that can be completed electronically.

Costs

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Course content

Recommended Duration: Approx. 1 Day (6 Hours)

1. Track Changes

- Turn on Track Change
- Lock Track Changes so others can't turn it off
- Send the document for review
- Review the document
- Add comments to the document
- Turn off Track Changes
- Accept or Reject your colleagues' changes
- How to compare documents

2. Add Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Table and Figure Captions
- Insert Cross References

3. Make long documents easier to work with

- Mark Text for Indexing
- Insert an Index
- Insert a Table of Figures/Captions
- Create a Table of Contents
- Create Master and Sub Documents
- Create and update a Table of Contents

4. Protect Documents

- Mark a Document as Final
- Make a Document Read Only
- Password Protect a Document

5. Creating forms

- Add Form Fields
- Protect the Form
- Fill-in a Form

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Microsoft PowerPoint

In this course you learn the vital skills needed to create, modify and run PowerPoint presentations.

Costs

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Course content

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1. PowerPoint basics

- The PowerPoint Screen and Views
- Navigate Through a Presentation
- Edit Slide Text
- Save a Presentation
- Run a Slide Show

2. Begin a presentation

- Create a New Presentation
- Change Slide Background Colour
- Add Slides
- Enter and Edit Text

3. Format text slides

- Apply Character Formats and align text
- Change Line Spacing
- Apply and Change Indents
- Add and Format Tables in a Slide
- Insert a Table from Microsoft Word

4. Create charts

- Create a Chart in a Slide
- Edit Chart Data and Change Chart Type
- Insert a Chart from Microsoft Excel

5. Modify objects

- Resize Objects
- Copy, Move and Duplicate Objects
- Changing Object Orientation
- Format Objects
- Group and Ungroup Objects
- Change the Order of Objects

6. Add photos, movies and sound to a presentation

- Add Clip Art and Photos
- Draw Lines and Shapes
- Insert Movies and Sounds

7. Prepare to deliver a presentation

- Spell Check
- Rearrange Slides
- Add Transitions between Slides
- Create Speaker Notes
- Send a Presentation to Microsoft Word
- Print a Presentation
- Package your Presentation to take on the go

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Microsoft Outlook

This course will provide the skills to efficiently use Outlook to manage your Emails, Calendar Appointments and Meetings, Tasks and Notes.

Costs

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Course content

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1. Outlook basics

- Tour the Outlook Screen
- Understand the Outlook views

2. Working with emails

- Send email messages and add attachments
- Read, reply and forward emails
- Set expiry dates and times on Emails
- Set who email replies should go to
- Flag Emails to follow up on at a later stage
- Recall and Resend Emails
- Create an automatic signature on your emails
- Set an Out of Office reply
- Create and manage folders in Outlook
- Search for Emails
- Create Rules to automatically manage your emails
- Manage Junk Mail
- Create and make use of Quick Steps
- Respond to an email with a meeting request
- Send an email that includes part of your schedule in the calendar

3. Work with contacts

- Create Contacts
- Use Categories within Contacts
- Create Distribution Lists for mass emails

4. Work with the calendar and tasks

- Make Appointments
- Create Meetings and invite others
- Reschedule Meetings
- Book Resources
- Create and manage a Tasks
- Assign Tasks to others
- Track Tasks you have assigned

5. Useful extras

- Create and work with Notes
- Manage Deleted Items
- Create Shortcuts in Outlook
- Additional tips and tricks

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Windows 10, Word and Excel - Skills Booster Session

The perfect productivity skills booster for users of Microsoft Windows, Word and Excel.

Essential for users who never attended any training in these Microsoft products, users who skipped a Level One session or anyone wanting to do things faster, more efficiently and with less headaches. Pick up what was missed along the way and work better in your day.

Costs

Cost per trainer per day and half-day.

Delivery	Attendee Number	Duration	Cost*
CLASSROOM style (More intimate personalised training)	Max 12 attendees	Half-day	\$ 971.50
		Full-day	\$ 1,275.00
SEMINAR style (Less intimate, less personalised attention from the trainer)	13-20 attendees	Half-day	\$ 1,335.70
		Full-day	\$ 1,700.00
LECTURE/ROADSHOW/DEMO style (additional \$17.00 per attendee when over 100 attendees)	21-100 attendees	Half-day	\$ 2,428.50
		Full-day	\$ 2,975.00

* Costs shown exclude GST and Travel and Accommodation costs for On-Site sessions.

Course content

Recommended Duration: Approx. 1 Day (6 Hours)

<p>1. Windows 10</p> <ul style="list-style-type: none"> - Tour the screen - Use the Start Button - Use the Taskbar - Use Jump Lists - Find Files, Settings and Apps - Use File Explorer - Use Action Centre - Airplane Mode and Wi-Fi - Night Light - Sign Out/Log off, Switch User - Sleep, Restart, Shut Down - Multitasking - Use Task View - Snap and Manipulate Windows 	<p>2. Word Skills Booster</p> <ul style="list-style-type: none"> - Tour the screen - Ribbon and Quick Access Toolbar Tips - How to create a new line - How to create a new paragraph - The crucial difference between Lines & Paragraphs - Bullets and Numbering - Multi-Level Numbering - Introduction to Styles - Using the Navigation Pane - Creating a Table of Contents - Introduction to Templates 	<p>3. Excel Skills Booster</p> <ul style="list-style-type: none"> - Tour the screen - Ribbon and Quick Access Toolbar Tips - Moving around in Excel - Selecting, Entering and Editing Data - Moving and Copying Data - Spell Check - Using AutoFill - Using Flash Fill - Performing Basic Calculations - Using Basic Functions - Filling calculations and functions - Introduction to PivotTables
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This session can be tailored to exclude Windows 10 and cover more topics in Word and Excel.

Speak to us about your training needs so we can customise this course for your team.

Book a session for your team today or lodge your enquiry [here](#).

Windows 10 (for New or Upgrading Users)

In this training session, you will become familiarised with the Windows 10 user interface and its capabilities. This session is ideal for those new to, upgrading to or transitioning to Microsoft Windows 10.

This session can be customised to accommodate other versions of Microsoft Windows as needed.

Costs

Cost per trainer per day and half-day.

Delivery	Attendee Number	Duration	Cost*
CLASSROOM style (More intimate personalised training)	Max 12 attendees	Half-day	\$ 971.50
		Full-day	\$ 1,275.00
SEMINAR style (Less intimate, less personalised attention from the trainer)	13-20 attendees	Half-day	\$ 1,335.70
		Full-day	\$ 1,700.00
LECTURE/ROADSHOW/DEMO style (additional \$17.00 per attendee when over 100 attendees)	21-100 attendees	Half-day	\$ 2,428.50
		Full-day	\$ 2,975.00

* Costs shown exclude GST and Travel and Accommodation costs for On-Site sessions.

Course content

Recommended Duration: Approx. 1 Day (6 Hours) for New Users or Half Day (3 Hours) for Upgrading Users

1. Getting started

- Log in to Windows 10
- Navigate the Windows Desktop
- Use the Start Menu
- Log off, Switch User, Sleep, Hibernate, Restart, Shut Down

2. Windows launch applications and multitask

- Launch Applications
- Multitask with Open Applications
- Use Task View
- Customise the Task Bar
- Use Jump Lists
- Use the Action Centre and Notifications

3. Files and folders

- Manage Files and Folders with File Explorer
- Pin favourite Folders for quick access
- Access OneDrive and SharePoint Folders

4. Use Microsoft Edge

- Browse the Web with Edge
- Find on Page
- Manage Favourite and History
- Create Collections
- Take Screenshots
- Manage Downloads
- Work with PDFs

5. Extras

- Connect to Wi-Fi Networks
- Connect to Bluetooth Devices
- Manage Printers and Peripheral Devices
- About Windows Defender
- Handle Application Crashes

Speak to us about your training needs so we can customise this course for your team.

Book a session for your team today or lodge your enquiry [here](#).

POWER BI WORKSHOPS

Summary of Power BI Workshops Available

We offer three separate Power BI Workshops for teams wanting to learn or obtain assistance using Power BI. An overview of these workshops is provided below with more detailed course content on the following pages.

	Workshop One Power BI Introduction – Dashboard in a Day Workshop	Workshop Two Team Specific Reporting Workshop	Workshop Three Team Specific Follow-up Check-In Workshop (optional workshop)
Course Overview	Aimed at teams wanting to get to know Power BI and get a hands-on feel for what is possible.	A 1-day workshop per team spent creating pre-agreed reports using existing prequalified data sources.	A follow-up check-in that teams can schedule with the trainer to discuss how the team is progressing with creating reports in Power BI.
Prerequisite	Attendees should be familiar with other Microsoft products, especially Microsoft Excel.	Attendees should be familiar with Power BI basics or have attended Workshop One: Dashboard in a Day Session.	Attendees must have attended Workshop Two: Team Specific Reporting.
Attendee Types	Can have a combination of teams attend - because they all use the same sample data supplied by the trainer.	Recommended to be team specific workshops - they use team supplied data and create reports that are specific to the team. Separate workshops would be required per team unless the teams agree which one team's data and or reports to use in the workshop.	
Maximum Attendee Numbers	12 Attendees	12 attendees	12 attendees
Cost*	\$2732.50	\$ 3,697.50	\$2540.00

* Costs shown exclude GST and Travel and Accommodation costs for On-Site sessions. Pricing for these workshops is based on a max of 12 attendees, please contact us if you have more than 12 attendees wanting to attend.

Possible Workshop Combinations You Can Book:

- **Workshop 1 only** - Good for new users to understand what Power BI is and what features are available.
- **Workshops 1, 2 and 3** - Perfect for teams new to Power BI, they get the basics, progress to learning to create their own reports in a team specific session with their own data and have a follow-up check-in with the Trainer.
- **Workshops 1 and 2 only** - Ideal for teams who want to learn Power BI basics and then progress to creating their reports with their own data, in a Trainer led sessions with their team members.
- **Workshops 2 and 3 only** – Great for teams already familiar with Power BI and wanting to learn to create their team specific reports using their own data in the workshop, with the added advantage of a follow-up check-in with the Trainer for additional help and assistance.

As an example, if you have 20 people - in 3 teams - wanting to learn Power BI and attend all 3 workshops the training booking combination would be:

- 2 x Power BI Dashboard in a Day workshops (because the maximum attendees per workshop is 12 attendees, and this is not a team specific workshop, so a combination of teams can attend the workshop together.)
- 3 x Reporting Workshops (one per team - because this is a team specific workshop.)
- 3 x Follow-up check-ins (one per team - because this is a team specific workshop.)
Or perhaps even 4 follow-up check-ins or more, if one of the teams wants to have another check-in later for additional help and assistance.

Book a session for your team today or lodge your enquiry [here](#).

Power BI Workshop Outlines and Costs

Power BI Workshop One: Power BI Introduction - Dashboard in a Day

“Get familiar with Microsoft Power BI”

This session is aimed at teams wanting to get to know Power BI and get a hands-on feel for what is possible.

It is a one day introduction to Power BI workshop modelled along the Dashboard in a Day training delivered by Microsoft. It will be trainer-led and conducted using sample sales data to help you understand Power BI features. This workshop will have a strong focus on the "why" and not just the "how".

This workshop is not team specific and may be attended by multiple teams or departments.

It is Trainer led, using Trainer supplied sample data.

Attendee Number	Delivery	Duration	Cost*
Maximum 12 attendees	Workshop 1 – Dashboard in a Day	Approx. 1 Day (6 Hours)	\$2732.50

* Costs shown exclude GST and Travel and Accommodation costs for On-Site sessions.

Pricing for these workshops is based on a max of 12 attendees, please contact us if you have more than 12 attendees wanting to attend.

Prerequisites

Attendees should be familiar with other Microsoft products, especially Microsoft Excel.

Attendee Equipment

- Attendees need to bring their own laptops with the requisite software installed.
- Attendees should have a Power BI Pro license assigned to their AD profile (Microsoft provide a free trial for 60 days – attendees are to have it installed and active before the workshop) and Power BI Service setup beforehand.
- Attendees will need to Download data files and other assets required for the session from a link provided by the Trainer.

Workshop/Course Content

The session will cover the breadth of features Power BI (Desktop and Service) has to offer. Power BI files at varying stages of completion will be provided, so that you can use to easily retrace the training steps – which means there is no need to take screenshots or record the session.

Course Topics include:

- | | |
|---|--|
| <ul style="list-style-type: none"> - Extract data from multiple sample flat file sources - Transform, model and visualize the data. | <ul style="list-style-type: none"> - Build a set of Reports and a Dashboard. - Share and collaborate within the Power BI service |
|---|--|

Book a session for your team today or lodge your enquiry [here](#).

Power BI Workshop Two: Team Specific Reporting Workshop

“Learn to create the Power BI reports you and your team require!”

This is a 1-day workshop per team spent creating pre-agreed reports using existing prequalified data sources. This workshop is team specific and uses organisational data supplied by the specific team attending the workshop to learn how to create Power BI reports they need. It is Trainer led, using team specific data.

Separate workshops would be required per team, unless the teams agree which one team's data and or reports to use in the workshop.

Costs

Attendee Number	Delivery	Duration	Cost*
Maximum 12 attendees	Workshop 2 – Team specific reporting workshop	½ Day Data and Reports Prequalification meeting + 1 Day Workshop per Team	\$ 3,697.50

* Costs shown exclude GST and Travel and Accommodation costs for On-Site sessions.

Pricing for these workshops is based on a max of 12 attendees, please contact us if you have more than 12 attendees wanting to attend.

Pre-Course Activities

- ½ day of Data and Reports Prequalification via a Microsoft Teams meeting, where the team discusses their needs with the Trainer.
- This meeting is between the Trainer and a representative(s) of the team to prequalify the team’s organisational data to be used during the workshop.
- This includes an initial analysis of data sources and reporting requirements that will be used to determine and align on
 - Wireframe of reports and measures to be setup.
 - To determine if significant effort is required to setup a data model to support the reporting requirements. If so, a separate engagement will be required to setup 80% of the data model prior to the workshop. The cost of this additional engagement if required will be scoped at the time.

Prerequisites

Attendees should be familiar with Power BI basics or have attended Workshop One: Dashboard in a Day Session.

Attendee Equipment

- Attendees need to bring their own laptops with the requisite software installed.
- Attendees should have a Power BI Pro license assigned to their AD profile (Microsoft provide a free trial for 60 days – attendees are to have it installed and active before the workshop) and Power BI Service setup beforehand.
- Attendees will need to Download data files and other assets required for the session from a link provided by the Trainer

Workshop/Course Content

Reports will be set up from data source(s) available on the day of delivery; some reporting may not be possible based on data source availability/formats supplied by the team. As part of this workshop, you will get (at a minimum):

- | | |
|---|--|
| <ul style="list-style-type: none"> – 1 Power BI report - 2 pages – Transform, model and visualize the data. – 4-5 visuals per page | <ul style="list-style-type: none"> – Build a set of Reports and a Dashboard. – Slicers/Filters as required – We will also attempt to publish on the Service and configure refresh of the data source(s) |
|---|--|

Power BI Workshop Three – Team Specific Follow-up Check-in

“Check-in with your Trainer and get additional help and assistance with your reports and dashboards”

This is an optional follow-up check-in that we recommend teams schedule to be able to have the Trainer and the team discuss how the team is progressing with creating reports in Power BI.

This workshop is team specific. A separate workshop is recommended for each specific team.

It is Trainer led, using team specific data.

Costs

Attendee Number	Delivery	Duration	Cost*
Maximum 12 attendees	Workshop 3 – Team specific follow-up check-in	½ Day Review and ½ Day delivery per Team	\$2540.00

* Costs shown exclude GST and Travel and Accommodation costs for On-Site sessions.

Pricing for these workshops is based on a max of 12 attendees, please contact us if you have more than 12 attendees wanting to attend.

Pre-Course Activities

Each team is to compile and share their current Power BI report files and all issues they may have faced.

This is to be sent to the Trainer for analysis prior to the Check-in date.

Prerequisites

This workshop can only be booked if the team has attended Workshop Two: Team Specific Reporting Workshop

Workshop/Course Content

This is a Follow-Up Check-in to the Reporting Workshop, after the team has created reports using their own data sources. We recommend scheduling this check-in about 4 weeks after the Reporting Workshop.

As part of the check-in, we will:

- Review the team’s data model and reports (the team is to have compiled and shared current reports and all issues faced beforehand).
- Suggest next steps towards optimizing and enhancing the reports.

We welcome the opportunity to provide further check-ins if required.