



# Computer Coaching builds staff productivity.

Introduce new work practices that unlock the features and potential of your computer systems.

## Office 365 Tips

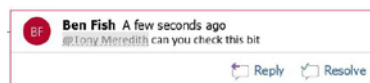
### TIP 1

#### @mentions in comments

Use @mentions in comments when reviewing Excel, Word and PowerPoint files.

This will then notify the person mentioned with a link to the file.

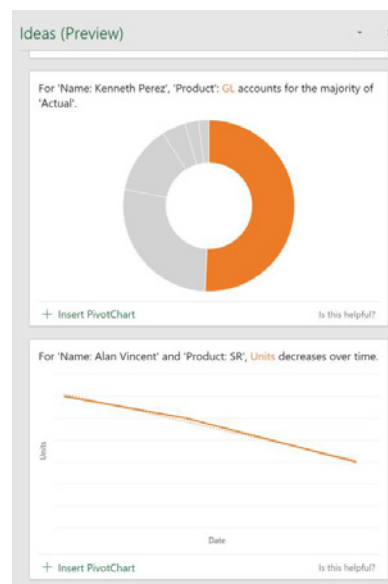
- Click Review
- Click New Comment
- Type @ followed by the persons name
- Type your comment



### TIP 2

#### Analyse data with Ideas

- Click on your data
- Click Ideas
- The Ideas pane displays the results
- Review and Insert into your Excel as required

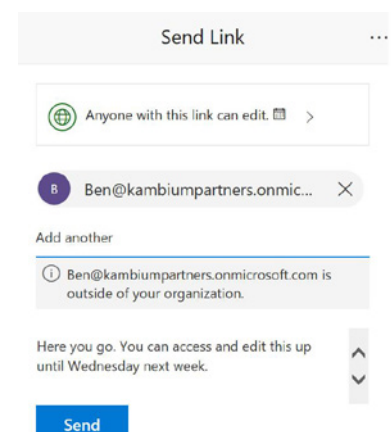


### TIP 3

#### Share

You can share files that are stored in OneDrive or SharePoint. Sharing sends a link to the actual file, it can mean less emails with attachments but be careful!

- Click Share
- Click the arrow to select the settings for the link/file you'll share (your organisations policies determine these options)
- Click Apply
- Enter who to share with and add a message
- Click Send



# Our Ready-To-Run Coaching Sessions

 Excel	<b>Excel Fundamentals</b>	<ul style="list-style-type: none"> <li>Navigate Excel</li> <li>Create, Open, Save and Edit Workbooks</li> <li>Formatting</li> </ul>	<ul style="list-style-type: none"> <li>Rows, Columns and Sheets</li> <li>Formulas</li> <li>Print and Email</li> </ul>	<ul style="list-style-type: none"> <li>Charts</li> <li>Help</li> </ul>
	<b>Excel Intermediate</b>	<ul style="list-style-type: none"> <li>Time Saving Features</li> <li>Formatting</li> </ul>	<ul style="list-style-type: none"> <li>Sort and Filter</li> <li>Formulas</li> </ul>	<ul style="list-style-type: none"> <li>Analysis with Pivots and Charts</li> </ul>
	<b>Excel Advanced</b>	<ul style="list-style-type: none"> <li>Data Validation</li> <li>Analysing Data Tables - Pivots</li> <li>PowerPivot*</li> </ul>	<ul style="list-style-type: none"> <li>Power Query* (Get and Transform)</li> <li>Form Controls</li> <li>Record Macros</li> </ul>	<ul style="list-style-type: none"> <li>* Note: These features are dependent on version.</li> </ul>
	<b>Excel Business Intelligence</b>	<ul style="list-style-type: none"> <li>Format as Table</li> <li>Pivot Tables and Charts</li> <li>PowerView*</li> <li>PowerPivot*</li> </ul>	<ul style="list-style-type: none"> <li>Quick Analysis</li> <li>Power Query (Get and Transform)*</li> </ul>	<ul style="list-style-type: none"> <li>* Note: These features are dependent on version.</li> </ul>
	<b>Excel Advanced 2</b> [NEW]	<ul style="list-style-type: none"> <li>Formulas - SumIF, IFS, Combine functions, Index and Match, Array Functions*</li> </ul>	<ul style="list-style-type: none"> <li>Forecast sheets</li> <li>Spreadsheet compare</li> <li>Pivot Tables - Calculated Fields and Items,</li> </ul>	<ul style="list-style-type: none"> <li>Conditional Formats, Ranking, Grouping.</li> <li>* Note: some functions only available in O365 version.</li> </ul>
 Word	<b>Word Fundamentals</b>	<ul style="list-style-type: none"> <li>Navigate Word</li> <li>Create, Open, Save and Edit Documents</li> <li>Format Text</li> </ul>	<ul style="list-style-type: none"> <li>Insert Tables, Pictures, Screenshots and SmartArt</li> <li>Headers and Footers</li> </ul>	<ul style="list-style-type: none"> <li>Page Setup</li> <li>Spelling</li> <li>Print and Email</li> <li>Help</li> </ul>
	<b>Word Intermediate</b>	<ul style="list-style-type: none"> <li>Time Saving Features</li> <li>Styles</li> <li>Navigation Pane</li> <li>Insert Charts</li> </ul>	<ul style="list-style-type: none"> <li>References - Tables of Contents, Footnotes, Captions and Cross</li> <li>Envelopes and Labels</li> </ul>	<ul style="list-style-type: none"> <li>Track Changes and Comments</li> </ul>
	<b>Word Advanced</b>	<ul style="list-style-type: none"> <li>Compare Documents</li> <li>Templates</li> <li>Style Sets</li> <li>Mail Merge</li> </ul>	<ul style="list-style-type: none"> <li>Forms</li> <li>Form Controls</li> <li>Macros</li> <li>Co-authoring*</li> </ul>	<ul style="list-style-type: none"> <li>* Note: This feature is only available from Word 2010 onwards where documents are stored in SharePoint or OneDrive</li> </ul>
 PowerPoint	<b>PowerPoint Fundamentals</b>	<ul style="list-style-type: none"> <li>Navigate PowerPoint</li> <li>Create, Open, Save and Edit Presentations</li> <li>Format text</li> </ul>	<ul style="list-style-type: none"> <li>Themes</li> <li>Insert Tables, Pictures, Screenshots and SmartArt</li> </ul>	<ul style="list-style-type: none"> <li>Spelling</li> <li>Print and Email</li> <li>Run Your Slideshow</li> <li>Help</li> </ul>
	<b>PowerPoint Intermediate</b>	<ul style="list-style-type: none"> <li>Time Saving Features</li> <li>Master Slides</li> <li>Video</li> </ul>	<ul style="list-style-type: none"> <li>Drawing Tools</li> <li>Insert Charts</li> <li>Automating Slideshows</li> </ul>	<ul style="list-style-type: none"> <li>Animations and Transitions</li> <li>Comment and Compare</li> </ul>
 Outlook	<b>Outlook Fundamentals</b>	<ul style="list-style-type: none"> <li>Navigate Outlook</li> <li>Email</li> <li>Tasks</li> <li>Calendar</li> <li>Contacts (People)</li> </ul>	<ul style="list-style-type: none"> <li>Notes</li> <li>Signatures</li> <li>Out of Office (Automatic Replies)</li> <li>Print</li> </ul>	<ul style="list-style-type: none"> <li>Deleted Items</li> <li>Search</li> <li>Permissions</li> <li>Help</li> </ul>
	<b>Increase your Productivity with Outlook</b>	<ul style="list-style-type: none"> <li>Time Saving Features</li> <li>Quick Parts</li> <li>Quick Steps</li> <li>Rules</li> </ul>	<ul style="list-style-type: none"> <li>Conditional Formats</li> <li>Categories</li> <li>Manage Email with the 4Ds</li> </ul>	<ul style="list-style-type: none"> <li>Integrating Email, Tasks and Calendar</li> <li>Search</li> </ul>
 OneNote	<b>OneNote for Windows*</b>	<ul style="list-style-type: none"> <li>Benefits of Digital Note Taking</li> <li>Navigate OneNote</li> <li>Create Notebooks</li> <li>Organising Information</li> </ul>	<ul style="list-style-type: none"> <li>Create Content in OneNote</li> <li>Add Content from Other Sources</li> <li>Tags</li> </ul>	<ul style="list-style-type: none"> <li>Search</li> <li>Share</li> <li>Print</li> <li>Help</li> <li>* Note: We also run sessions in OneNote 2010, 2013, 2016 and OneNote for iPad</li> </ul>
 Office	<b>Office Upgrade - Office 365</b>	<ul style="list-style-type: none"> <li>Key Features</li> <li>Manage, Save and Share Files</li> </ul>	<ul style="list-style-type: none"> <li>Excel</li> <li>Outlook</li> </ul>	<ul style="list-style-type: none"> <li>Word</li> <li>PowerPoint</li> </ul>
 Project	<b>Project Introduction</b>	<ul style="list-style-type: none"> <li>What is Project</li> <li>Navigate Project</li> <li>Create a Project Schedule</li> </ul>	<ul style="list-style-type: none"> <li>Tasks</li> <li>Resources</li> <li>Track</li> </ul>	<ul style="list-style-type: none"> <li>Views</li> <li>Print and Export</li> <li>Help</li> </ul>

All sessions in the version of the application you have, can be run as either a 3hr session with hands on practice (short mid interval break) or a 90 minute coaching session followed by 90 minute floor walk.

Office 365	<b>Office 365 Fundamentals</b>	<ul style="list-style-type: none"> <li>What is Office 365</li> <li>Logging In</li> <li>Settings</li> </ul>	<ul style="list-style-type: none"> <li>Outlook</li> <li>Office Online</li> <li>OneNote</li> </ul>	<ul style="list-style-type: none"> <li>SharePoint</li> <li>Teams</li> </ul>
	<b>Office 365 Extended</b>	<ul style="list-style-type: none"> <li>Delve</li> <li>Tasks, To Do, Planner, Project</li> </ul>	<ul style="list-style-type: none"> <li>Stream</li> <li>PowerApps</li> <li>Flow</li> </ul>	<ul style="list-style-type: none"> <li>Sway</li> <li>Forms</li> <li>Bookings</li> </ul>
	<b>Office365 Advanced</b>	<ul style="list-style-type: none"> <li>Microsoft 365 Admin center</li> <li>Users and Groups</li> </ul>	<ul style="list-style-type: none"> <li>Admin centers</li> <li>Reports</li> <li>Security &amp; Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Alerts</li> <li>Policies</li> <li>Search &amp; Investigation</li> </ul>
SharePoint	<b>SharePoint &amp; OneDrive Introduction (Modern Sites)</b>	<ul style="list-style-type: none"> <li>What is SharePoint</li> <li>Key Features</li> <li>Logging In</li> <li>Navigate SharePoint</li> <li>Document Libraries</li> </ul>	<ul style="list-style-type: none"> <li>Apps</li> <li>Search</li> <li>Help</li> <li>Integration with Windows and Office</li> </ul>	<ul style="list-style-type: none"> <li>OneDrive</li> <li>Co-Authoring</li> <li>Group Calendar</li> </ul>
	<b>SharePoint Administrators (Modern Sites)</b>	<ul style="list-style-type: none"> <li>Key Features</li> <li>Create and manage Sites</li> <li>Site Settings</li> </ul>	<ul style="list-style-type: none"> <li>Pages</li> <li>Webparts</li> <li>Document Libraries</li> </ul>	<ul style="list-style-type: none"> <li>Apps and Lists</li> <li>Custom Apps</li> <li>Permissions</li> </ul>
	<b>SharePoint Administrators Extended (Modern Sites)</b>	<ul style="list-style-type: none"> <li>Wiki</li> <li>Customising Document Libraries</li> </ul>	<ul style="list-style-type: none"> <li>Templates</li> <li>Custom Apps and Lists</li> <li>Create a Flow</li> </ul>	<ul style="list-style-type: none"> <li>Create a PowerApp</li> <li>Custom Permissions</li> </ul>
Teams	<b>Introduction to Teams</b>	<ul style="list-style-type: none"> <li>Overview</li> <li>Create and manage a Team</li> <li>Browser v App</li> </ul>	<ul style="list-style-type: none"> <li>Conversations</li> <li>Files</li> <li>Apps</li> <li>Calls and Online Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Search</li> <li>Settings</li> <li>Create and manage channels</li> </ul>
	<b>Teams Telephony/Calling</b> [NEW]	<ul style="list-style-type: none"> <li>Navigation</li> <li>Calls</li> <li>Call Options</li> <li>Transfer</li> </ul>	<ul style="list-style-type: none"> <li>Handling multiple calls</li> <li>Voicemail</li> <li>Call History</li> </ul>	<ul style="list-style-type: none"> <li>Forwarding</li> <li>Contacts</li> <li>Settings</li> </ul>
Power BI	<b>Introduction to Power BI</b> [NEW]	<ul style="list-style-type: none"> <li>What is Power BI</li> <li>PowerBI Desktop</li> <li>Connect Data</li> <li>Data Models</li> </ul>	<ul style="list-style-type: none"> <li>Query and Transform Data</li> <li>Create Visuals and Reports</li> </ul>	<ul style="list-style-type: none"> <li>Publish Reports</li> <li>Power BI Mobile</li> </ul>
PowerApps	<b>Introduction to PowerApps</b> [NEW]	<ul style="list-style-type: none"> <li>What are PowerApps</li> <li>Creating an App</li> <li>Customise SharePoint Forms</li> </ul>	<ul style="list-style-type: none"> <li>Connect Data</li> <li>Screens</li> <li>Controls</li> <li>Appearance</li> </ul>	<ul style="list-style-type: none"> <li>Preview an App</li> <li>Save and Share an App</li> <li>Use an App</li> <li>PowerApps Mobile</li> </ul>
Flow	<b>Introduction to Flow</b> [NEW]	<ul style="list-style-type: none"> <li>What is Flow</li> <li>Templates</li> <li>Build a Flow</li> </ul>	<ul style="list-style-type: none"> <li>Actions and Conditions</li> <li>Publish your Flow</li> <li>Test your Flow</li> </ul>	<ul style="list-style-type: none"> <li>Manage your Flows</li> </ul>
Digital Skills Workshops <small>These sessions are designed to be specifically hands on</small>	<b>Keyboard Mouse and Windows</b>	<ul style="list-style-type: none"> <li>Navigate and use the keyboard</li> </ul>	<ul style="list-style-type: none"> <li>Mouse skills</li> <li>Computer Security</li> </ul>	
	<b>Working with files in File Explorer</b>	<ul style="list-style-type: none"> <li>Open File Explorer</li> <li>Navigate File Explorer</li> <li>Managing folders and files</li> </ul>	<ul style="list-style-type: none"> <li>Recycle Bin</li> <li>Quick Access</li> <li>Views</li> <li>Working with files</li> </ul>	<ul style="list-style-type: none"> <li>Search</li> <li>Working with multiple files</li> </ul>
	<b>Working with files in The Cloud (Office 365)</b>	<ul style="list-style-type: none"> <li>Open Office 365</li> <li>OneDrive</li> <li>SharePoint</li> <li>Managing files and</li> </ul>	<ul style="list-style-type: none"> <li>Folders</li> <li>Working with files</li> <li>Recycle Bin</li> <li>Views</li> </ul>	<ul style="list-style-type: none"> <li>Search</li> <li>Working with multiple files</li> </ul>
	<b>Troubleshooting</b>	<ul style="list-style-type: none"> <li>What am I using</li> <li>Restart PC</li> <li>Change Password</li> </ul>	<ul style="list-style-type: none"> <li>Screenshots</li> <li>Steps Recorder</li> <li>Task Manager</li> </ul>	<ul style="list-style-type: none"> <li>Wi-Fi</li> <li>Help</li> </ul>



# READY TO RUN

Computer Coaching Courses



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## What we do

Kambium is the real world approach to IT Training. We provide short, sharp programs focusing on productivity gains that users can immediately apply to their personal work. Our trainers come to your office to provide group training. One on one follow up at user's desks embeds learning, ensuring knowledge is being applied to day to day work.

Our programs are customised and designed to minimise disruption to your business (a few hours on site as opposed to a full day out of the office).

We upskill a wide range of users, whether beginners, intermediate, super users or administrators.

## What our customers say



"You worked collaboratively with the project team to develop training material to suit the audience, delivered the training in an easy to understand format, working together post cutover to ensure that any additional questions were answered and assisted in the setup of voice mail as required."



"They built a custom program for Rangers stationed at Lake Waikaremoana. The program was built around business tasks and the skills the Rangers needed for their work using Microsoft Office, the feedback from the team was very positive and they learnt new skills they can apply to their work"



"Kambium were chosen for the training partner for DB Breweries new Intranet and SharePoint implementation because of their approach to working collaboratively and in partnership with us. They provided their expertise and shared past experience as we designed the content of the training and they provided skilled trainers that came onto our sites throughout New Zealand to ensure that our people were trained in the new system within a month of go live."



"There is quite the banter around the office this morning from yesterday's training, people telling each other what they have done that is different on their Outlook, "I've downloaded contacts by dragging from emails like he showed us and they all updated on my phone, that is so cool", "look at my colour coded calendar", "I feel like there's so much more I can use now! Lots of appreciation for your sense of humour and delivery style of the training too! I have already been asked when your next training is!"

## What we train on

