

BOOST YOUR MICROSOFT SKILLS

WORKSHOP FOR BEGINNERS

FULL DAY WORKSHOP - FRIDAY 5th NOVEMBER 2021

Contemporary Learning Hub - Meridan State College - Sunshine Coast

This workshop is designed for educators and school staff who are wanting to develop their skills, knowledge and understanding of the Microsoft Office applications. It is designed for those who may be using some basic features of the applications, but who are beginners in their journey in understanding how they can leverage the potential of the applications as part of their roles. This workshop will unpack for participants common features of the applications and provide participants with hints and tips to increase their productivity and confidence when using the applications.

In this workshop, participants will:

- Develop an understanding of how Microsoft Office 365 can be accessed and used from any connected device in both school and home settings.
- Develop skills in quickly and efficiently creating and editing documents in Microsoft Word, Excel and PowerPoint. Participants will develop an understanding of the common features of these tools and how to use time saving tools such as format painters, context menus and templates.
- Learn how to use OneDrive to enable documents to be accessible from any device and to be easily and effectively shared with staff and students.
- Develop an understanding of how you can use Microsoft tools to transform content for students requiring additional support. Participants will learn how they can easily use inbuilt speech-to-text and text-to-speech tools to create, edit and proofread text in Microsoft applications. These are great tools for school staff to be able to use regardless of whether they work with students.
- Learn how to create interactive documents with a range of embedded media including images, hyperlink, images and video files.

Program Information

Date: Friday 5th November 2021

Time: 9:00am – 3:00pm

Cost: \$180 ex GST



Register for the program at www.contemporarylearninghub.com



CONTEMPORARY LEARNING HUB

www.contemporarylearninghub.com

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