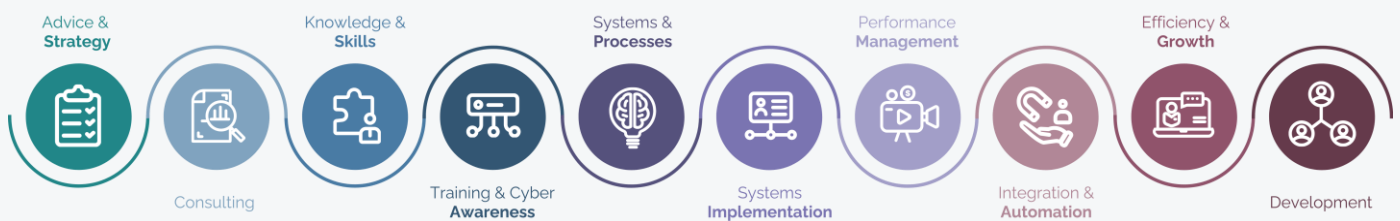




TRAINING COURSE BROCHURE

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MAXIMITY PRESENTS

COURSE LIST



COURSE	WHAT NEXT
MS Excel Level 0	MS Excel Level 1
MS Excel Level 1	MS Excel Level 2 MS Excel Level 3
MS Excel Level 2	MS Excel Level 3 Power BI Level 1
MS Excel Level 3	MS Power BI Level 1 MS Office Workshop
MS Power BI Level 1	MS Excel Level 3 MS Office Workshop
MS Word Level 1	MS Word Level 2
MS Word Level 2	MS Office Workshop
MS PowerPoint Level 1	MS PowerPoint Level 2
MS PowerPoint Level 2	MS Office Workshop
MS Outlook	MS Word Intro MS Word Level 2
Project Management for Beginners	MS Project Basic
MS Project Basic	Project Management for Beginners MS Project Level 2
MS Project Level 2	Project Management for Beginners
MS Teams Level 1	Teams Level 2 Office365 Setup
MS Teams Level 2	Office365 Setup
MS Office365 Setup	MS Teams Fundamentals
MS Office365 Leading Change	Office365 Setup MS Teams Fundamentals
Introduction to Generative AI	Any

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MAXIMITY PRESENTS WORKSHOPS



WORKSHOPS	WHAT NEXT
Sage Report Designer Workshop	MS Excel Level 1 or Level 2 MS Office workshop
Excel Integrated Reporting Workshop	Sage Report Designer introduction Sage Report Designer workshop MS Excel Level 1 MS Excel Level 2 MS Excel workshop
MS Office Workshop	MS Word courses MS Excel courses MS Power BI courses MS PowerPoint courses MS Outlook MS Project courses MS Office365 courses
MS Office365 Workshop	MS Word courses MS Excel courses MS PowerPoint courses MS Outlook MS Project courses MS Office365 courses

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MAXIMITY PRESENTS TRAINING LOCATIONS



LOCATION	DETAILS
Online via Microsoft Teams 	Trainer led Between 1-8 attendees Start time can be arranged depending on your team's availability 1-4 attendees - £299 + VAT 5-8 attendees - £499 + VAT
In-Person 	Either at your offices or ours Up to 10 attendees £600 + VAT
Self-led 	Each attendee will receive a login for our online portal where they will be able to complete the training at a pace that suits them. No limit on attendees. <i>Not all courses have self-led option</i> From £39.99 per person

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MAXIMITY PRESENTS

MS EXCEL LEVEL 0



Duration 3-hours including 15-minute break

Who for

Anyone who has extremely limited or no experience with Excel. This course is designed to build confidence with spreadsheets from the ground up, without assuming any prior knowledge.

By the end of the day you will.....

Feel comfortable opening, creating, saving, and navigating Excel workbooks. Be able to enter and edit data, adjust how it looks, move it around safely, and understand how spreadsheets are structured. You will leave with the confidence to use Excel for simple, everyday tasks without feeling overwhelmed.

What we cover

- What a spreadsheet is and why it's useful
- Opening Excel and understanding the screen
- Creating a new workbook
- Understanding rows, columns, cells, and worksheets
- Entering text and numbers
- Editing and clearing cell contents
- Basic cell formatting (fonts, alignment, number formats)
- Adjusting column widths and row heights
- Saving and closing files
- Opening existing workbooks
- Basic printing options
- Moving and copying data
- Using Undo, Redo, and Help
- Your questions

What Next?

Excel Level 1



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MAXIMITY PRESENTS

MS EXCEL LEVEL 1



Duration 3-hours including 15-minute break

Who for

Anyone who is new to Excel or just needs that little bit of extra help with the basics. This course is designed for those who need to know the fundamentals and will provide you with the practical knowledge of how to effectively use a spreadsheet.

By the end of the day you will.....

Be able to save amounts of time by creating spreadsheets that are correctly structured for their purpose. Know how to create calculations to take the leg work out of analysis and to produce professional looking charts that summarise information.

What we cover

- What is a spreadsheet
- Creating a worksheet
- Entering text and numbers
- Changing cell attributes
- Entering formulae
- Saving and closing a worksheet
- Opening an existing worksheet
- Printing and print options
- Inserting columns and rows
- Moving and copying
- Relative and absolute references
- Creating graphs
- How to use Help
- Your questions

What Next?

Excel Level 2
Excel Advanced



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MS EXCEL LEVEL 2



Duration 3-hours including 15-minute break

Who for

Anyone who already has a basic understanding of Excel and would like to learn how to manipulate and interrogate data using advanced functions in excel. This course will provide you with the practical knowledge of how to use spreadsheets to gain information back from data entered.

By the end of the day you will....

Be able to accurately and thoroughly manipulate data and spreadsheets for analysis using tools such as logical and look up functions; create advanced formulas and insert graphic objects.

Know how to produce more professional yet easy to understand reports and management documents, including Pivot Tables.

What we cover

- Formula and common calculations
 - Date calculations
 - Logical statements
 - Linking spreadsheets
- Filtering, sorting, subtotals
- Pivot tables, charts and slicers
- Conditional formatting – highlight data
- Protecting spreadsheets
- XLOOKUP – how to retrieve data from your spreadsheet
- Text manipulation – how to tidy your data

What Next?

Excel Level 3

Power BI Level 1



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MS EXCEL LEVEL 3



Duration 3-hours including 15-minute break

Who for

Anyone who has a good understanding of Excel and has already applied the skills gained on the EXCEL LEVEL 2 course. This course is designed for those who need to perform advanced data manipulation and analysis.

By the end of the day you will.....

Use the advanced features within Excel to analyse and manipulate data quickly and efficiently. You will be able analyse volumes of data expertly to produce concise, auditable analysis.

What we cover

- Importing data using Query
- Manipulating data in Query
- Formula in pivot tables
- Working with multiple pivot tables
- Naming pivot tables
- The Unique function
- Using named tables, ranges and cells
- Creating dynamic dropdown lists
- Filtering lists based on selections
- Creating new columns by extracting data in Query
- Xlookup
- Sumif
- Sumifs
- Adding and using slicers

What Next?

MS Power BI Level 1

MS Office Workshop



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MAXIMITY PRESENTS



MS POWER BI LEVEL 1



Duration 3-hours including 15-minute break

Who for

Anyone who has a good understanding of Excel and would like to learn how to use Query in order to create interactive dashboards and reports for tracking performance and KPI's.

By the end of the day you will.....

Learn how to manipulate data to merge, split or join data from different sources, how to create interactive using a variety of visualisation methods including tables, cards and maps.

What we cover

- Getting data for Power BI
- Splitting data in Query
- Adding a customer column
- Applied steps
- Data preview options
- Using Extract to split data
- Creating visualisations
- Adding a table
- Interactions
- Working with dates
- Adding interactive maps, cards and slicers
- Adding a title and background
- Creating data relationships
- Changing the way data displays
- Adding page filters
- Creating a new column using data from another table
- Creating a hierarchy for drill down
- Publishing reports

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MS Excel Level 3
MS Office Workshop



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MAXIMITY PRESENTS MS WORD LEVEL 1



Duration 3-hours including 15-minute break

Who for

Anyone who needs to use Microsoft Word to create and manage documents. The course is designed to provide you with the practical knowledge of how to effectively use the basic functions of a word processor.

By the end of the day you will....

Be able to quickly and efficiently create letters and documents to a high standard, giving a professional image to the recipient.

What we cover

- Getting started with Word
- Styles - the corner stone for easy word formatting
 - Consistent formatting of text
 - Table of contents
- Essential functions to layout your document
 - Watermark, page colour and borders
 - Justification, alignment and tabs
 - Show / hide paragraph marks and formatting
 - Overtyping vs inserting
 - Page and section breaks
 - Copy, cut, paste, find and replace
 - View options
- Inserting "things" into your document
- Support functions and printing

What Next?

MS Word Level 2



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MS WORD LEVEL 2



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone who has basic knowledge of Word but needs to make use of the some of the more advanced features.

By the end of the day you will....

Have the practical knowledge of how to effectively produce professional reports and letters with the minimum of work. You will be able to create captivating reports, newsletters and legal documents easily and professionally using different layouts. Learn how to run and manage mail merge and create pages in web format.

What we cover

- Hyphenation and Drop Capp
- Deeper look into styles
 - Bullets
 - Numbering
 - Colour / border / paragraphs
- Columns
- Headers and footers
- Insert objects, images and manipulating images
- More advanced table options
- File properties and "quick parts"
- Track changes
- Templates and the default template

What Next?

MS Office Workshop



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MAXIMITY PRESENTS



MS POWERPOINT LEVEL 1



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone who has a little or no experience of PowerPoint and wants to use the product to create professional presentations.

By the end of the day you will.....

Have the practical knowledge of how to effectively create and design a professional presentation that carries real impact and supports the speaker and topic.

What we cover

- Creating a presentation file
- Entering text
- Text formatting
- Slide preview
- Saving and closing a presentation
- Opening an existing file
- Adding new slides
- Copying and moving objects
- Presentation templates
- Importing data from other sources
- Tips on professional presentations
- Printing

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MS PowerPoint Level 2



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MAXIMITY PRESENTS



MS POWERPOINT LEVEL 2



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone who has basic knowledge or has been on our INTRODUCTION TO POWERPOINT course and needs to create all singing and dancing impressive presentations.

By the end of the day you will.....

Learn how to use the more advanced features of PowerPoint to produce stunning presentations incorporating advanced techniques. Gain the practical knowledge of how to effectively give a professional presentation using graphics, sound and animation.

What we cover

- Using organisation charts
- The auto content wizard
- Altering the slide master
- Running a slide show
- Animation techniques
- Rulers and guides
- Adding notes and sorting slides
- Using autosshapes
- Customising the toolbars to add commonly used functions

What Next?

Project Management for Beginners



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MAXIMITY PRESENTS

MS TEAMS LEVEL 1



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone new to, or already using, Teams who would like to understand how to create and manage the environment effectively.

By the end of the day you will.....

Learn how to start using the basic functionality of Teams. Gain the practical knowledge of how to effectively structure your Teams environment with the right security to collaborate both internally, remotely and externally. Learn how to create and manage Channels and Files. Understand the principles of collaborating plus how to set up and run meetings and events, make calls, chat and post to different teams.

What we cover

- Creating and managing Teams
- Channels vs tabs
- Meetings, chats, video calls, activity
- Virtual meeting etiquette
- Creating files and syncing folders - access to your documents wherever you are
- Document versions and retrieval
- Working in different environments – in the team, browser, desktop or mobile
- Adding Office 365 apps to a Team
- Using the Mobile Teams app

What Next?

MS Teams Level 2
Office365 Setup



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MAXIMITY PRESENTS

MS TEAMS LEVEL 2



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone already using Teams who would like to understand how to effectively work, collaborate and communicate within the environment.

By the end of the day you will.....

Learn how to use Teams to sit at the heart of your business. Gain the practical knowledge how to collaborate within individual documents, implement version control and synchronise files with your desktop. We will briefly introduce some of the other Office 365 apps such as Planner, Approvals, OneNote, Power Automate and PowerApps.

What we cover

- Using documents within Teams, SharePoint and offline
- Co-authoring Word, Excel, PowerPoint documents
- Working in different environments – in the team, browser, desktop or mobile
- Planner - Creating a simple plan
- An introduction to OneNote, PowerApps, Power Automation, O365 Admin
- Using the Approvals app

What Next?

Office365 Setup



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MAXIMITY PRESENTS



MS OFFICE365 SETUP



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone who has an Office365 environment that needs setting up and administering.

By the end of the day you will.....

Learn the purpose of the main Office365 applications plus how to set up and secure the environment and accounts. Gain the practical knowledge of how to effectively support Office365 through the Admin Center.

What we cover

- An introduction to Planner, PowerAutomate, OneNote, OneDrive, SharePoint, Teams, PowerApps, O365 Admin, remote working
- The admin center
- Setting up and maintaining users
- Multi Factor Authentication
- Backups
- Internal and external security
- Risk management and GDPR considerations
- Remote working
- Maintaining synced files
- Mobile applications
- Things to watch out for

What Next?

MS Teams Fundamentals



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MAXIMITY PRESENTS



MS O365 LEADING CHANGE



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone responsible for leading business change through the effective implementation of a robust Office365 environment and has completed our OFFICE365 USER course.

By the end of the day you will....

Learn the purpose and advantages of the main Office365 applications plus how to set up and secure the environment and accounts. Gain the practical knowledge of how to effectively structure and deploy Office365 for your organisation.

What we cover

- An introduction to Planner, Flow, OneNote, OneDrive, SharePoint, Teams, PowerApps, O365 Admin, remote working
- Design and build Flows
- Maintain private and public teams
- Manage security
- Evaluate which O365 applications to use
- Reduce email dependence
- Things to watch out for

What Next?

Office365 Setup



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MAXIMITY PRESENTS



MS PROJECT LEVEL 1



Duration 3-hours including 15-minute break

Who for

This course is designed for Project Managers and anyone who needs to track people, task or resource changes.

By the end of the day you will.....

Have the a sound understanding of the principles of MS Project and how to set up and print MS Project plans. Learn how to use Project to manage deadline, create and manage simple project plans. Know how to track and manage progress through to the completion of a project.

What we cover

- What is MS Project?
- Creating a project plan
- Tasks, resources and time scales
- Costs
- Grouping Tasks
- Task dependencies
- Creating milestones
- Printing your plan

What Next?

Project Management for Beginners or
MS Project Level 2



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MAXIMITY PRESENTS



MS PROJECT LEVEL 2



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone who needs to manage projects and create and provide detailed project reports. This course will suit Project Managers and anyone with basics MS Project knowledge who needs to learn more.

By the end of the day you will....

Have the practical knowledge with practical skills for managing, tracking and reporting on MS Project based projects. Learn how to use Project to view and manage risk on a project or how to ascertain whether the project is on track. Know how to manage multiple resources and identify and fix bottlenecks as well as produce professional reports.

What we cover

- Changing views
- Checking for bottlenecks
- Managing your plan
- Tracking changes
- Reporting
- Filtering
- Creating Links

What Next?

Project Management for Beginners



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MAXIMITY PRESENTS PROJECT MANAGEMENT FOR BEGINNERS



Duration 2x½ day course

Who for

This course is designed for anyone who needs to manage projects but don't have a formal background in Project Management principles and application.

By the end of the day you will....

Have the basic understanding of the principles of PRINCE2 and practical skills for managing projects. Learn the fundamentals of effective project management alongside how to use Project to manage and control progress.

What we cover

- What is Project Management
- What is PRINCE2
- How to spot if a project is likely to succeed or fail at the outset
- Setting and managing expectation
- Setting clear and measureable objectives
- Roles and responsibilities
- Managing people and effective delegation
- Communication during a project
- Managing elements of a project
- Controlling progress
- Project reporting
- Identifying and managing risk
- Managing change
- Customising the toolbar
- Measuring whether objectives are being met
- How to avoid scope creep
- Closing a project
- Obtaining feedback and acting on it
- Post project reviews and objective measurements

What Next?

MS Project Basic

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PRESENTS

MS OUTLOOK



Duration 3-hours including 15-minute break

Who for

This course is designed for anyone who is overwhelmed with emails and needs to manage the flow of information – clearly identifying what needs auctioning, filing or reading. Learn how to manage your diary, email and contacts effectively.

By the end of the day you will....

Learn how to effectively manage your e-mails and how to maintain and share accurate contacts and diary appointments. You will be able to assign and track work delegated to others and easily manage appointments, invitees and events.

What we cover

- Composing e-mails – etiquette and structure
- Addressing e-mails
- Sending and receiving e-mails
- Filing and managing e-mails
- Creating and managing contacts
- Using the calendar to create appointments and tasks
- Managing task lists
- Sharing appointments and tasks
- Delegating tasks and reporting progress

What Next?

Office 365, Excel, Word, PowerPoint



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MAXIMITY PRESENTS CYBER AWARENESS



Duration 3-hours including 15-minute break

Who for

This course is designed for every employee, from the top to the bottom of the organisation, to raise awareness of the risks posed by cyber hacking and fraud.

By the end of the day you will.....

Understand the current scope of cyber crime and what the threat landscape looks like. You will understand how to minimise the risk of potentially fraudulent activities and techniques to protect yourself and your business.

What we cover

- Why is cybercrime important
- The scope of cybercrime
- Why is it such an issue
- Tech solutions to defend yourself and your business
- Human solutions to defend yourself and your business
- Tips and control measures
- Social engineering and how to minimise risk
- The consequences of a data breach
- The 8 rights of GDPR that protect everyone's data

What Next?

Systems audit, security review



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MAXIMITY PRESENTS INTRODUCTION TO GENERATIVE AI



Duration 2-hour course

Who for

This course is for employees at any level who want to understand what generative AI actually is, how it's already being used at work, and how to use it safely and sensibly.

No technical background is required. It's suitable for office staff, managers, business owners, and anyone who is curious or slightly sceptical about AI tools like ChatGPT and Microsoft Copilot.

By the end of the session you will...

- Have a clear understanding of what AI and generative AI are, and what they are not.
- Feel more confident using generative AI tools for everyday tasks such as writing, planning, summarising, and idea generation.
- Understand the limitations and risks, including hallucinations, bias, and over-reliance.
- Be better able to spot AI-generated text, images, and media.
- Know how to write clearer prompts to get more useful, reliable results.

What we cover

- What AI is, and how generative AI fits into it
- Examples of generative AI tools used at work
- How tools like ChatGPT, NotebookLM, and Copilot work in practice
- Prompt writing and how to improve results
- Common mistakes, limitations, and hallucinations
- Where generative AI can help productivity
- Risks, ethics, and responsible use at work
- Spotting AI-generated images, video, and text
- The impact of generative AI on employees, leaders, and customers

What Next?

Any course



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