

Capita Managed IT Solutions Training Courses



Capita offers a wide range of training courses supporting various businesses across commercial, private and public sectors to develop new or enhance existing IT skills and knowledge.

Whether you need some advice and support in getting more out of your existing technology, or would like to upskill your employees on new IT solutions, Capita's extensive range of training courses can help your business every step of the way.

Our specialist training team have a wealth of experience working with companies across the UK and Ireland delivering online or onsite training courses.

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Benefits:

- ✓ Enhance and refresh existing IT knowledge to improve employees day to day roles
- ✓ Increase staff confidence to use the latest technology in the workplace
- ✓ Gain knowledge and skills to enable your business to create and deliver engaging, interactive content to customers
- ✓ Extensive range of courses available with the flexibility to deliver online or onsite accommodating your business needs and maximising use of business resources
- ✓ Varied forms of training available such as collaborative, on demand, self-guided or gamification providing a fun, convenient and easy way to learn
- ✓ Ensures ICT is embedded in a creative & progressive way within the workplace



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		Training Options Available		
		1 hour (live webinar)	0.5 day on site	1 day on site
1.1	Office 365			
	Office 365: Office 365 Apps, Tools and Services – Benefits, Features & Uses	✓	✓	
	Office 365: Administration - Managing your O365 tenancy			✓
	Office 365: Mail App – Email, Calendar, Contacts, Tasks	✓		
	Office 365: OneDrive for Business – Office Web Apps, Saving to the Cloud, Sharing Content, Tracking Versions / Changes	✓	✓	
	Office 365: OneNote – Support Teams with Tools for Sharing, Collaboration, Information Gathering & Organisation	✓		
	Office 365: Sway – Create & Share Interactive and Media-Rich Online Presentations for Viewing on Any Device	✓		✓
	Office 365: Forms - Survey, Capture and Analyse Input from Colleagues or Customers	✓	✓	
	Office 365: O365 for Mobile – Work Across Platforms or on any Device including iPad, Android, Windows Mobile	✓		
	Office 365: Groups – Public/Private Group Sites with access to Shared Files, Calendars, Planning & Communication Tools	✓	✓	
	Office365: Skype for Business – Host Remote Meetings with Tools for Audio & Video Communication & Desktop Sharing	✓	✓	
1.2	SharePoint			
	SharePoint: Sites Setup - Admin / Management User & Group Access			✓
	SharePoint: Sites Development - Develop Sites			✓
	SharePoint: Sites Development - Develop Content for Sites using Office 365 Apps & Media-Rich Content Creation Tools			✓
	SharePoint Sites for Users – Access Shared Content, Targeted News & Information & Collaborate/Communicate with Colleagues			✓
1.3	Google Apps for Business			
	Google Apps for Business: Overview of Google Apps, Tools and Services – Benefits, Features & Uses	✓	✓	
	Google Apps for Business: Administering Google Apps for Business			✓
	Google Apps for Business: Google Chrome - Online Tools and Web Apps for use on a range of devices (ChromeBooks, Win, iOS)	✓	✓	
	Google Apps for Business: Google Drive – Enable Independent or Collaborative Working, Google Docs, Slides & Sheets	✓	✓	✓
	Google Apps for Business: Google Forms - Survey and Q&A tools	✓	✓	
	Google Apps for Business: Google Sites Setup – Creating Collaborative Areas for Anytime/ Anywhere Access, Admin, Management			✓
	Google Apps for Business: Google Sites Development – Use Google Apps to Develop Media-Rich/Interactive Learning Content			✓
	Google Apps for Business: Google Sites for Users – Tools for Aiding Communication, Collaborative and Independent Working		✓	

1.4 Office 2016 Productivity Tools – Word 2016	Training Options Available		
	1 hour (live webinar)	0.5 day on site	1 day on site
Word 2016: What's New – New features in Word 2016	✓	✓	✓
Word 2016: Create & Develop Documents –The Template Gallery, Edit & Format Tools, The Ribbon, Contextual Commands	✓		
Word 2016: Save Documents –Save Directly to the Cloud e.g. O365 OneDrive, Save Documents in Different Formats	✓		
Word 2016: Document Layout – Add Additional Pages/ Sections, Work with Columns to Create Newsletter Style Layout	✓	✓	✓
Word 2016: Add Design Elements & Effects - Insert Images / Tables / Objects, Add Themes or Colour Schemes	✓		
Word 2016: Add References –Work with Headers & Footers/ Page Numbering, Add Contents Table, Footnotes, Bibliographies	✓	✓	
Word 2016: Review Contents – Proof Spelling & Grammar, Add Comments, Language Tools, Translate Contents, Track Changes	✓		
Word 2016: Share Documents – Share & Co-Edit Documents with Colleagues / Edit Anytime on Any Device Using Web Apps	✓		
Word 2016: Mail Merge – Create Templates / Create or Add Recipients to Database / Merge Data Source / Send by Email	✓		
Word 2016: Mail Merge – Create Templates / Create or Add Recipients to Database / Merge Data Source / Send by Email	✓		
Word 2016: Office Add Ons – Translation Tools, Smart Lookup, Explore & Define Functions, Show me how to... Wizard	✓		

1.5 Office 2016 Productivity Tools – Excel 2016	Training Options Available		
	1 hour (live webinar)	0.5 day on site	1 day on site
Excel 2016: Create Workbooks – Create Workbooks, Use Templates, Add & Name Sheets, Navigate Workbook, Save Workbooks	✓	✓	
Excel 2016: Create Workbooks – Create Workbooks, Use Templates, Add & Name Sheets, Navigate Workbook, Save Workbooks	✓		
Excel 2016: Add Data & Contents – Enter Data, Use Auto-Fill, Use Flash-Fill, Cell Format, Validation Rules for Cell Contents	✓		
Excel 2016: Format Sheets –Apply Themes & Styles, Spreadsheet Views, Headers & Footers, Customisation	✓	✓	✓
Excel 2016: Format Data – Format Cell Table Contents, Use Conditional Formatting, Set Rules	✓		
Excel 2016: Organise Content – Add Rows & Columns, Convert Text to Columns, Sort/ Group/Filter Contents	✓		
Excel 2016: Protect Workbook Contents – Protect & Share Workbooks & Sheets, Allow Others to Edit Specific Data Ranges	✓		
Excel 2016: Work With Basic Formulae – Calculate Data Output or Solve Problems with a Range of Common Formulae	✓		
Excel 2016: Use Common Functions – Top 10 Functions, including SUM, AVERAGE, COUNT, MIN, MAX, IF, SUMIF	✓	✓	✓
Excel 2016: Work Collaboratively – Share Spreadsheets, Co-Edit Workbooks & Spreadsheets, Office 365 Web Apps, Skype	✓		
Excel 2016: Work with Pivot Tables – Group/Filter Large Amounts of Data, Use Slicers to Highlight Specific Data, Analyse Data	✓	✓	
Excel 2016: Work With Charts – Use Recommended Chart, Select Data for Charts, Create Charts, Apply Styles	✓	✓	✓
Excel 2016: Advanced Functions – Use Pre-Defined Formulae To Perform Mathematical, Statistical & Logistical Operations	✓	✓	
Excel 2016: Create a Forecast– Work With Historical and Predicted, Time-Based Data to Create Forecasts			✓
Excel 2016: Create a Data Model – Integrate Data From Multiple Tables and Build a Relational Data Source in Excel			✓

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		Training Options Available		
1.6	Office 2016 Productivity Tools – PowerPoint 2016	1 hour (live webinar)	0.5 day on site	1 day on site
	PowerPoint 2016: An Overview – What’s New in PowerPoint 2016	✓	✓	
	PowerPoint 2016: Create Presentations –The Template Gallery, Add / Delete Slides, Slide Layouts	✓	✓	✓
	PowerPoint 2016: Add & Format Text–Text & Lists, Proof Check, Import Word Outline, Hyperlinks, SmartArt, WordArt			
	PowerPoint 2016: Add & Format Images –Add Images, Add Screenshots, Format Images, Apply Effects			
	PowerPoint 2016: Design Presentation –Merge/Group/ Align/Arrange Objects, Slide Master, Slide Transitions, Get Design Ideas			
1.6	Office 2016 Productivity Tools – PowerPoint 2016	1 hour (live webinar)	0.5 day on site	1 day on site
	PowerPoint 2016: Present Slides – Slideshow/Presenter View, Add Speaker Notes, Print Slides, Record Presentations	✓		
	PowerPoint 2016: Add Audio/Video – Add / Record Audio, Add / Format Video	✓		
	PowerPoint 2016: Animate Slide Contents – Animate Text or Objects, Control Entrance, Emphasis, or Exit of Text / Objects	✓		
	PowerPoint 2016: Store, Share, Collaborate – Save Presentation as Video, Share with Others, Co-Edit in Real-Time, Track Changes	✓	✓	
1.7	Office 2016 Productivity Tools – Access 2016	1 hour (live webinar)	0.5 day on site	1 day on site
	Access 2016: An Overview – What’s New in Outlook 2016	✓	✓	
	Access 2016: Understand Databases – Database Design Considerations, Database Objects	✓		
	Access 2016: Create an Access Database – Differences between Access Desktop Databases & Access Web Apps	✓		
	Access 2016: Add Tables to a Database – Build Tables & Set Datatypes, Use Table Designer, Combine Fields	✓	✓	
	Access 2016: Use Relationships –Create Relationships, LookUp Wizard / Relationship Pane, Many-to-Many/1-to-1 Relationships	✓		✓
	Access 2016: Add / Edit Data – Data Types / Format, Copy Data from Excel, Link to Shared Data	✓		
	Access 2016: Manage Data With Queries – Basic Queries, Queries with Multiple Data Sources	✓		
	Access 2016: Create Forms– Create Navigation Forms	✓	✓	
	Access 2016: Create Reports –Create Basic Reports / Modify & Print Reports Navigation	✓		

		Training Options Available		
1.8	Office 2016 Productivity Tools – Outlook 2016	1 hour (live webinar)	0.5 day on site	1 day on site
	Outlook 2016: An Overview – What's New in Outlook 2016	✓	✓	
	Outlook 2016: Send & Receive Email – Read Email, Compose/Send Email, Send Auto Replies, View/Save Email Attachments	✓		
	Outlook 2016: Add or Format Text/Images – Add Signature to Email, Add Attachments, Edit Email Content, Add Image/Hyperlink	✓		
	Outlook 2016: Add & Format Images – Add Images, Add Screenshots, Format Images, Apply Effects	✓	✓	
	Outlook 2016: Organise Email – Clean Up Inbox, Block Spam Email, Use Folders, Search / Filter Email, Organise Inbox With Rules	✓		✓
	Outlook 2016: Manage Contacts – Find Contacts, Create Contact Lists, Create / Manage Groups	✓		
	Outlook 2016: Manage Calendars – View / Customise Calendars, Open Multiple Calendars, Create Calendar Groups	✓		
	Outlook 2016: Manage Meetings – Schedule Appointments/ Skype Meetings, Recurring Events/Meetings, Send/Track Invites	✓	✓	
	Outlook 2016: Manage To-Do Lists – Create / Assign / Complete Tasks	✓		
	Outlook 2016: Collaborate With Others – Create & Conduct Email Polls, Schedule / Organise Meetings, Share Calendar	✓		
1.9	Windows 10	1 hour (live webinar)	0.5 day on site	1 day on site
	Windows 10: An Overview of Win 10 Apps & Tools – Environment, Features, Benefits & Uses			
	Windows 10: The User Interface – Navigating the Desktop, Start Menu, Desktop & Tile View, Settings, Personalisation Tools			
	Windows 10: Windows 10 Apps – Working inside Windows 10 Apps, Mobile v Desktop Views, Download from Windows Store		✓	
	Windows 10: Microsoft Edge Web Browser – Navigation, Read View, Copying Web Content, Translate Web Content or Sites			
	Windows 10: Connecting Office 365 Account – Sync Win 10 Device with O365 Account, Access email, Save Direct to OneDrive			
1.10	Using Interactive Display Tools for Presentation and Engaging the Audience	1 hour (live webinar)	0.5 day on site	1 day on site
	Interactive Display - CleverTouch - Developing Engaging Presentation Content with CleverLynx software		✓	
	Interactive Display - Smart - Developing Engaging Presentation Content with Smart Notebook software		✓	
	Interactive Display - Promethean - Developing Engaging Presentation Content with Promethean ActivInspire Notebook software		✓	
	Combining Tablet & Large Screen Display: Apple TV - Present iPad Content / Apps to Audience via Large Display Screen		✓	
	Combining Tablet & Large Screen Display: Miracast- Present Windows 10 Mobile Content via Large Display Screen		✓	
	Combining Tablet & Large Screen Display: DisplayNote - Stream content from a PC / Laptop to devices & enable collaboration		✓	

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1.11 Presentation Software & Apps	Training Options Available		
	1 hour (live webinar)	0.5 day on site	1 day on site
LMS365: Course Creator & Catalogue - An Overview of the LMS365 Course and Catalogue Creation Tools			✓
LMS365: Quiz Builder - Build and Manage Courses and Quizzes			✓
LMS365: SCORM Player - Upload and Manage SCORM Packages			✓
LMS365: Learning Module Builder - Build and Manage Learning Modules			✓
LMS365: Assignments & Gradebook - Create and Manage Assignments & the Gradebook			✓
LMS365: Administration - Administration Tasks, i.e. Install and Set Up a Variety of LMS365 Components			✓





Contact us

Get in touch to find out how Capita can help your business through our range of training courses. Email mits@capita.co.uk or call us on 0844 346 0025

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