

Standout Education supports businesses to maximise the value of Microsoft 365 for communication, collaboration, and productivity. Book a customised workshop with us and we will show your staff how to do more with Microsoft 365 apps, including: Copilot, Teams, Planner, Power Automate, Forms, OneNote, and SharePoint. **Contact us** today to see how we can help your business!

Collaboration in Microsoft 365

Provide your staff with a comprehensive understanding of the collaborative tools available in Microsoft 365. Learn how to integrate apps such as **Teams**, **SharePoint**, **OneNote**, and **Whiteboard** to create seamless workflow and maximise collaboration with colleagues.

Productivity in Microsoft 365

Dive into the Microsoft 365 apps that support staff members to work more efficiently and productively. Help staff to learn how to use tools such as:

- **Forms** - for surveys, registrations and data collection.
- **Lists** - to create, share and track data.
- **To Do** - for personal productivity.
- **Planner** - for planning events and projects, sharing goals and tracking progress with your team.



Microsoft Copilot

Find out how to use **Microsoft Copilot**, the innovative AI-powered assistant, to simplify workflow and boost productivity. Learn how Microsoft Copilot is used to generate new ideas, support planning & research, and to give quality feedback. Support staff to consider the ethical use of AI, to understand bias, and to effectively use AI to build an inclusive culture.



Do more with Word, PowerPoint, and Excel

Explore the advanced features of everyday Microsoft 365 apps you need to become highly skilled and more efficient. Save time straightaway with our most-used tips, tricks, and keyboard shortcuts!

Excel - functions, pivot tables & charts, visualisation, protecting data, automation.

Word - navigation, templates, references, forms, macros, customisation.

PowerPoint - templates, live presentations, accessibility, design options.