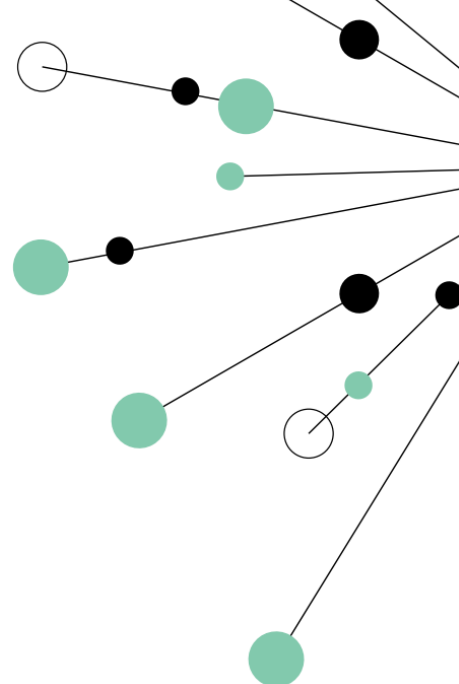# Digital Application Support Workshop Breakdown

Course 1: PC Passport
4 Days

- **Spreadsheet –** creating workbooks, formatting, editing, protection and restrictions, formulae and working in collaboration online
- **Database –** building a database, protection and restrictions, look up and relationships, formatting, one to one and many to many relationships, forms and queries
- **Word –** complex documents including embedded links and graphics. Editing, formatting, layout, reviewing, track changes, automation, proofing, files, folders and collaborating online
- **Presentation –** Design tools and presentation features including templates, toolbars, effects, formatting, themes, animations, inserted audio and video and collaborating online.

Course 2: Office Systems User
5 Days

- Covering information management operations for research investigations, correct classification, storage and dissemination
- Digital communications, hardware and software configuration and monitoring
- Maintenance and review
- Understanding of contemporary digital network systems including fixed, wireless, mobile, local and wide area networks
- Advantages of cloud-based systems and file management to improve performance
- Responding efficiently to IT system problems
- Understanding threats to IT & Telecoms systems and how to defend against these
- Organisational procedures for system security and how to maintain this

Optional Course: <u>Creative Business Skills</u>
5 Days

- Imaging software and video software using Adobe Creative Suite 6 and Premiere
- Photoshop, introducing Adobe Bridge, image basics, selections, layer techniques, retouching tools, working with history, filters, outputting, creating Raster images, vector image tools and automating tasks
- Premiere, creating and editing video, capture video sequences, mark up and edit sequences, organise and combine information, play and present video sequences

Optional Course: <u>Creative Content Skills</u>
5 Days

- Content Management Systems (CMS) including planning content and layout for CMS, customising website templates, populating website templates, programming tools to add features to website, testing methods to check website elements, website accessibility, measuring and improving ROI
- Website software covering plan; creating webpage templates, using styles to enhance website functionality, multipage websites with multimedia and interactive features, IT tools to ensure webpages meet requirements, site and feature testing, uploading and publishing

<u>Optional:</u> AI for Everyone

Introduction to Microsoft 365 Copilot – digital content – 1 hour self-paced learning

AI Literacy: Safe & compliant AI use for all staff – digital content – 2 hours self-paced learning

Upgrade your productivity with Copilot – 90-minute webinar

Hands-on Copilot ½ day session:
By the end of this course learners will be able to configure Copilot across Teams, Sharepoint, Word, and Excel