


Virtual Training Hours

Sharpen and develop your digital skills with our **FREE** Microsoft virtual training hours, running through the Summer of 2025. Sessions deliver pre-recorded content with live Q&A.

Gain deeper knowledge of Microsoft 365 Copilot, Copilot Studio, Forms, OneNote, Planner, PowerPoint, Word, OneDrive, Bookings, Power BI, Excel and SharePoint Online.

Hosted and moderated on behalf of Microsoft by  **Fast Lane**



Training is hosted and moderated by Fast Lane. Please contact VirtualTrainingHours@flane.co.uk for any registration or general enquiries.

Get Started with Microsoft 365 Copilot

This course is designed to provide participants with a thorough understanding of Microsoft 365 Copilot. Participants will learn how to set up and use Copilot to enhance their productivity and streamline their daily tasks. The course will cover practical scenarios for using Copilot in various applications, particularly in Microsoft Teams. Participants will also learn how to effectively communicate with Copilot, utilize it in meetings, and stay updated with the latest features.

Date	Time	Register	Date	Time	Register
Tues 22 nd July	9.30am-10.30am	Register	Tues 9 th Sept	3.00pm-4.00pm	Register
Weds 23 rd July	11.00am-12.00pm	Register	Weds 10 th Sept	9.30am-10.30am	Register
Tues 29 th July	1.30pm-2.30pm	Register	Thurs 11 th Sept	11.00am-12.00pm	Register
Weds 30 th July	3.00pm-4.00pm	Register	Tues 16 th Sept	1.30pm-2.30pm	Register
Weds 6 th August	9.30am-10.30am	Register	Weds 17 th Sept	3.00pm-4.00pm	Register
Tues 12 th August	11.00am-12.00pm	Register	Thurs 18 th Sept	9.30am-10.30am	Register
Tues 19 th August	11.00am-12.00pm	Register	Tues 23 rd Sept	11.00am-12.00pm	Register
Thurs 21 st August	1.30pm-2.30pm	Register	Weds 24 th Sept	1.30pm-2.30pm	Register

Get Started with Copilot Chat

Introduction to Microsoft 365 Copilot Chat as a standalone AI-powered assistant designed to enhance productivity without requiring a Microsoft 365 Copilot license

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Tues 22 nd July	3.00pm-4.00pm	Register	Thurs 11 th Sept	1.30pm-2.30pm	Register
Tues 29 th July	11.00am-12.00pm	Register	Weds 17 th Sept	11.00am-12.00pm	Register
Weds 6 th August	3.00pm-4.00pm	Register	Thurs 18 th Sept	1.30pm-2.30pm	Register
Tues 19 th August	3.00pm-4.00pm	Register	Weds 24 th Sept	11.00am-12.00pm	Register
Tues 9 th Sept	9.30am-10.30am	Register			

Get Started with Microsoft Copilot Agents

This session is designed to provide you with a comprehensive understanding of Microsoft Copilot Agents and Agentic AI, exploring their definitions, characteristics, and practical applications. You will learn about the core principles and mechanisms of Agentic AI, differentiate between traditional AI and Agentic AI, and discover how to create and customize AI agents using tools like Microsoft Copilot Studio.

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Tues 19 th August	9.30am-10.30am	Register
Thurs 11 th Sept	9.30am-10.30am	Register
Tues 16 th Sept	11.00am-12.00pm	Register

Going Further with Microsoft 365 Copilot

This course is designed to provide participants with a comprehensive understanding of Microsoft Copilot and its integration with various Microsoft 365 apps. Participants will learn how to effectively utilize Copilot to enhance productivity and streamline tasks across different apps. The course will cover an overview of the architecture and components of Copilot, including its interaction with Microsoft 365 Apps

Date	Time	Register	Date	Time	Register
Tues 22 nd July	11.00am-12.00pm	Register	Weds 10 th Sept	3.00pm-4.00pm	Register
Tues 29 th July	9.30am-10.30am	Register	Tues 16 th Sept	3.00pm-4.00pm	Register
Weds 6 th August	11.00am-12.00pm	Register	Weds 24 th Sept	9.30am-10.30am	Register
Thurs 21 st August	9.30am-10.30am	Register			

Going Further with Microsoft Excel

This session is designed to elevate Excel skills by integrating the capabilities of Copilot. It aims to transform data handling, automate tasks, and create sophisticated visualizations, making workflows more efficient and effective. Additionally, the session delves into advanced formulas and data analytics techniques to provide deeper insights and more powerful data manipulation capabilities.

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Tues 22 nd July	1.30pm-2.30pm	Register	Weds 10 th Sept	1.30pm-2.30pm	Register
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Tues 9 th Sept	11.00am-12.00pm	Register	Weds 24 th Sept	3.00pm-4.00pm	Register

Microsoft Excel Pivot Mastery + Meet Copilot

This session introduces Microsoft Excel Pivot Tables, Power Pivot, and Copilot, focusing on their key features, basic concepts like fields and areas, and advanced tools such as calculated fields and pivot charts. Participants will also explore Copilot in Excel and its capabilities in creating and customizing pivot charts. The session covers the creation and customization of pivot tables and Power Pivot, data analysis, and dashboard creation with interactive elements like slicers and timelines

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Thurs 11 th Sept	3.00pm-4.00pm	Register

Get Started with Microsoft SharePoint Online

Gain fundamental knowledge of SharePoint Online, focusing on how to efficiently create and manage sites. Learn to navigate document libraries, customize site layouts, and understand basic permissions and security settings. This webinar is ideal for new users who need to utilize SharePoint for daily content management and collaboration.

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Weds 30 th July	11.00am-12.00pm	Register
Thurs 21 st August	3.00pm-4.00pm	Register
Tues 16 th Sept	9.30am-10.30am	Register
Tues 23 rd Sept	9.30am-10.30am	Register

Going Further with SharePoint Online

Building on basic skills, this webinar delves into more advanced features of SharePoint Online, including integration with other Microsoft 365 apps, developing custom forms, and automating workflows. Ideal for users who wish to transform their SharePoint site into a powerful tool for team collaboration and data management.

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Tues 12 th August	1.30pm-2.30pm	Register
Tues 9 th Sept	1.30pm-2.30pm	Register
Weds 17 th Sept	1.30pm-2.30pm	Register
Tues 23 rd Sept	1.30pm-2.30pm	Register

Get Started with Microsoft Power BI Desktop

Learn the essentials of business intelligence and data visualization and how to connect and import data, transform it into actionable insights, and craft compelling reports. The webinar covers building narrative dashboards, using Power BI's analytics for ad-hoc analysis, sharing insights and introduces DAX.

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Tues 12 th August	9.30am-10.30am	Register	Thurs 18 th Sept	11.00am-12.00pm	Register

Virtual Training Hours – On Demand

Going Further with Microsoft Power BI

Learn complex data modelling, advanced DAX, and sophisticated visualization techniques. Learn optimization for performance, management of large datasets, and creation of interactive reports for decision-making. The webinar also addresses data governance and security best practices within Power BI.

On Demand Only
[Click here](#)

Get Started with Microsoft Forms + Meet Copilot

This course is designed to provide participants with a comprehensive understanding of Microsoft Forms and its integration with Copilot. Participants will learn how to create, customize, and analyse forms and quizzes using both manual methods and Copilot assistance.

On Demand Only
[Click here](#)

Get Started with Microsoft OneNote

The course is designed to elevate OneNote skills by integrating the advanced capabilities of Copilot. It aims to transform notetaking, automate tasks, create sophisticated visualizations, facilitate collaboration, and integrate OneNote with other apps.

On Demand Only
[Click here](#)

Get Started with Microsoft Planner

This course is designed to provide participants with a thorough understanding of Microsoft Planner and its integration with Copilot. Participants will learn how to create, manage, and track plans using both manual methods and Copilot assistance. The course will also cover new features and terminology, as well as how to use Planner within Microsoft Teams.

On Demand Only
[Click here](#)

Get Started with Microsoft OneDrive + Meet Copilot

This session introduces Microsoft OneDrive, focusing on its key features, advanced tools like version history and offline access, and integration with Microsoft Office apps and SharePoint for seamless collaboration. Participants will also explore Microsoft 365 Copilot and its productivity-enhancing capabilities, as well as OneDrive's security features and best practice

On Demand Only
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Going Further with Microsoft PowerPoint + Meet Copilot

This session delves into advanced PowerPoint features, focusing on enhancing slide design, utilizing Slide Masters, and effectively applying transitions and animations. Participants will learn to create compelling data visualizations, incorporate interactive elements, and master advanced presentation techniques. The course also covers creating video presentations and introduces Microsoft 365 Copilot, highlighting its capabilities in assisting with design suggestions and content generation.

On Demand Only
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Get Started with Copilot Studio

This course is designed to provide participants with a comprehensive understanding of Copilot Studio and its latest features and terminology. Participants will learn how to set up, navigate, and utilize Copilot Studio to create and manage agents effectively. The course will cover advanced features such as generative AI, multilingual support, and Bing Custom Search integration.

On Demand Only
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Get Started with Microsoft Bookings

This session introduces Microsoft Bookings, focusing on its key features and functionalities for scheduling and managing appointments. Participants will learn how to set up and customize their booking page, manage appointments efficiently, and integrate with other Microsoft 365 tools like Outlook and Teams.

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Going Further with Microsoft Word + Meet Copilot

This session delves into advanced Microsoft Word features, focusing on key formatting techniques, collaboration tools, and automation capabilities. Participants will explore advanced document elements, security features, and best practices for efficient document management. Additionally, they will learn how to leverage Microsoft 365 Copilot in Word to generate content, summarize documents, and receive intelligent suggestions to enhance their writing.

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Get Started with Microsoft Power Apps

Learn the basics of app development with Power Apps. This webinar teaches how to build custom business apps without prior coding knowledge, focusing on user-friendly design interfaces and connecting apps to common data sources using pre-built connectors.

On Demand Only
[Click here](#)

Get Started with Microsoft Power Automate

Discover how to use the power of automation using Microsoft Power Automate. This webinar includes practical examples of how to build automated workflows for data collection, content approval processes, and integration with common business apps, reducing manual tasks and improving efficiency.

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