Lucidity Training Catalogue

Version 1.0

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Contents

All prices exclude GST and are subject to change.

All prices are for a minimum of 6 attendees. Lucidity may at times run workshops across multiple customers at which point fewer attendees from a single customer could attend the training.

Training can be run either on-site or at Lucidity's Dedicated Training Room.
This pricing includes catering for morning tea, lunch and afternoon tea for all attendees.

Introduction to Lucidity

Lucidity has been successfully operating in New Zealand and Australia since 2002 when its founders, Paul O'Brien, and Jarred Hogan, saw relevance in what was to become the next platform for IT solutions: cloud-based computing.

They brought together a pioneering team of IT experts and as awareness grew in the benefits of using cloud technology, the company experienced fantastic growth.

Today, from its humble beginnings, Lucidity is a thriving business and has become one of the largest independent Microsoft aligned cloud hosting companies in New Zealand, offering Managed IT Services, Cloud Infrastructure as a Service and Cloud Consultancy Services. Lucidity is an award-winning Microsoft Partner, we recently won the Microsoft Partner of the Year Award for Managed Services, our second time picking up this award (2015 & 2017).

Microsoft

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Microsoft Office 365 Training

Office 365 for the End-User

Duration: 1 Day

Overview:

This course is designed for information workers who are using or will use Office 365. This course will provide students with the knowledge and skills to efficiently use Office 365 on a day-to-day basis. The course is designed with real world scenarios in mind. Students will learn how to use Outlook Online, Skype for Business, OneDrive for Business, SharePoint Online, and OneNote. At the end of this course students will be able to effectively navigate Office 365 and make use of all the features of Office 365.

Objectives:

In this course, you will build upon your knowledge of the Office 2010 or 2013 desktop application suite to work productively in the cloud-based Microsoft Office 365 environment. You will:

- Sign in to and navigate in the Office 365 environment.
- Create, edit, and share documents with team members using Office Web Apps and Microsoft SharePoint.
- Use email and manage contacts with the Outlook Web Apps.
- Use instant messaging and online meetings with Skype for Business.
- Set up your mobile devices to work with Office 365.

Prerequisites:

To ensure your success, you will need competence in at least one of the primary applications in the Microsoft Office suite (Microsoft Word, Microsoft PowerPoint, and/or Microsoft Excel), and competence in using the locally installed version of Microsoft Outlook for email and calendaring.

$410.00 per attendee

Microsoft Excel Training

Microsoft Excel - The Essentials

Course Duration: 1 Day

Overview:

This course is intended for students who wish to gain the foundational understanding of Microsoft Excel. You will use Microsoft Excel to create spreadsheets and workbooks containing values and formulas that can be used to store, manipulate, and share data.

Objectives:

After completing this course, students will be able to:

- Open Microsoft Excel and identify the components of the Excel interface; identify spreadsheet areas and terminology; create and save a workbook; navigate worksheets; and enter and edit text and values.

- Create simple mathematical formulas; move and copy formulas using AutoFill and use Paste Link; view formulas in a spreadsheet; work with relative and absolute references; and use the SUM function, AutoSum, and other common functions to perform calculations in a worksheet.

- Modify a worksheet by inserting and deleting ranges, rows, and columns; find and replace text and data; check spelling and use the other research and proofing tools.

- Format text, cells, rows, and columns; apply colour and borders; format numbers; apply conditional formats; use the Format Painter; and create and use templates.

- Preview and print a worksheet; set page orientation and margins; create and format headers and footers; and print gridlines.

- Manage worksheets by inserting, renaming, deleting, moving and copying sheets; navigate Excel views and set workbook properties.

Target Audience:

Anyone new to Microsoft Excel or those with limited experience.

Prerequisites:

To ensure success on this course, you should be familiar with using personal computers and should have experience using a keyboard and mouse.

$410.00 per attendee

Microsoft Excel - Managing Data and Large Workbooks

Duration: 1 day

Overview:

You will learn advanced Excel features and how to apply advanced formulas to test and retrieve data, manage and manipulate lists with Sorting and Subtotals and present data in graphical formats with Trendlines.

Objectives:

After completing this course, students will be able to:

- Freeze panes and split a worksheet; open and arrange a new window with the current worksheet content; hide and unhide data; set print titles and page breaks to optimise print output; insert different even and odd headers; manage multiple worksheets; link worksheets by using 3-D formulas; add a Watch window; create and manage links between workbooks.

- Apply special and custom number formats; control the display of zero values; apply and modify themes; merge and split cells; change the orientation of data in cells; transpose data; use Paste Special operations and add a background colour and a watermark.

- Create an outline and consolidate data; create custom views to save different sets of worksheet display and print settings; create subtotals in a list; use multiple subtotal functions Define and apply cell and range names; use names in formulas; and define and apply 3-D names.

- Sort and filter data; create, format, and name a table, and add rows and columns; use structured references.

- Save and publish a worksheet as a Web page; insert and edit hyperlinks; publish a worksheet; and send a worksheet as an e-mail attachment.

- Use auditing features; add comments to cells and workbooks; protect a worksheet or part of a worksheet; protect the workbook structure; share, merge, and track changes in a workbook; find and remove hidden and personal data in a workbook; and mark a workbook as final.

- Change Excel default application settings and customise the ribbon; create and modify templates.

Prerequisites:

To ensure your success in this course, it is recommended that you have completed Microsoft Excel - The Essentials or possess equivalent knowledge.

$410.00 per attendee

Microsoft Excel – Data Analysis and Reporting

Duration: 1 day

Overview:

You will automate some common Excel tasks, apply pivot analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data.

Objectives:

After completing this course, students will be able to:

- Use the IF and IFERROR functions to calculate a value based on specified criteria; use conditional functions to summarize data; use PMT function to calculate periodic payments for a loan; use text functions to extract data strings; create array formulas to perform multiple calculations on multiple sets of data at one time; and change calculation options and iteration limits.

- Use the VLOOKUP and HLOOKUP functions to find values in worksheet data; use the MATCH function to find the relative position of a value in a range; use the INDEX function to find the value of a cell at a given position in a range; and use data tables to project values.

- Use the Data Validation feature to validate data entered in cells; and use advanced filter options to display the data you specify.

- Format data points in charts; create combination charts and trendlines; insert sparklines; use chart templates; and add and modify drawing objects and shapes.

- Create a PivotTable for analysing and comparing large amounts of data; modify the PivotTable view by using slicers to filter data and by rearranging fields; and create a PivotChart to graphically display data from a PivotTable.

- Export data from Excel to other formats and import data from a text file into an Excel workbook; and use Microsoft Query and the Web query feature to import data from external databases.

- Use the Goal Seek utility to meet a target output for a formula by adjusting the values in the input cells; and create scenarios to save sets of input values that produce different results.

- Run a macro to perform tasks automatically; record macros; assign a macro to a button in the worksheet; edit a macro by editing VBA code.

Prerequisites:

To ensure your success in this course, it is recommended that you have completed Microsoft Excel - Managing Data and Large Workbooks or possess equivalent knowledge.

$410.00 per attendee

Microsoft Power BI Training

Introduction to Microsoft Power BI

Duration: 1 day

Overview:

This one-day course familiarizes the participant with Power BI, which allows you to intuitively discover and automate the import, transformation, and combination of data across a variety of data sources.

Objectives:

After completing this course, students will be able to:

- Understand and utilize Power BI Online.
- Understand and examine the differences between Power BI Desktop and Power BI Online.
- Understand and explore the Power BI Online interface.
- Understand and perform importing Excel worksheets, CSV, TXT, PBIX.
- Understand connecting to databases.
- Understand other forms of data.
- Understand data refresh.
- Understand and perform creating a new Power BI report.
- Understand and perform adding filters to a report.
- Understand and perform adding KPI's to a report.
- Understand and perform creating a Power BI dashboard.
- Understand and perform pinning tiles.
- Understand sharing reports and dashboards.
- Understand Power BI Mobile.

Target Audience:

The student should be familiar with Excel and the concepts of datasets and basic reporting.

Prerequisites:

None.

$650.00 per attendee

Analysing Data with Power BI

Duration: 2 days

Overview:

The main purpose of the course is to give students a good understanding of data analysis with Power BI. The course includes creating visualizations, the Power BI Service, and the Power BI Mobile App.

Objectives:

After completing this course, students will be able to:

- Perform Power BI desktop data transformation.

- Describe Power BI desktop modelling.

- Create a Power BI desktop visualization.

- Implement the Power BI service.

- Describe how to connect to Excel data.

- Describe how to collaborate with Power BI data.

- Connect directly to data stores.

- Describe the Power BI developer API.

- Describe the Power BI mobile app.

Prerequisites:

Before attending this course, students must have:
- A need to analyse data.

- An understanding of relational databases.

- An awareness of key business priorities such as revenue, profitability, and financial accounting is desirable.

- Familiarity with Microsoft Office applications - particularly Excel.

- An understanding of Excel PivotTables and VLOOKUP's.

Additional Information:

This class helps prepare the student for Exam 70-778 which forms part of the MCSA: BI Reporting certification.

$1,500.00 per attendee

Microsoft SharePoint

SharePoint Online Power User

Duration: 2 days

Overview:

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites in SharePoint Online. Your goal is to learn how to make SharePoint online relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class you will also learn best practices and 'what not to do' as you watch live, interactive demonstrations and put theory into practise with hands on exercises in SharePoint Online.

Objectives:

After completing this course, students will be able to:

- Understand the benefits of using SharePoint in real world scenarios

- Create new SharePoint sites to store business information

- Create pages to share news and documents

- Customize the structure of a site to meet specific business requirements

- Create and manage view, columns and apps

- Manage the security of a site

- Use social tools to communicate with groups of people or the entire organization

- Use search to find business information including people to documents

Target Audience:

This course is intended for both novice and experienced SharePoint users who wish to make full use of SharePoint Online.

$2,100.00 per attendee

Microsoft Project

Overview:

This course provides a comprehensive introduction to Microsoft Project and gives participants the skills necessary to develop, implement and manage a project plan. The course consists of formal instruction with plenty of opportunity for 'hands-on' practice, there is also time allowed to cover specific areas of interest for the participants.

Objectives:

After completing this course, students will be able to:

- Discuss basic project management concepts and principles; identify project view options, interface components, and Gantt chart elements.
- Create a task list, using both manual and automatic scheduling modes; set durations; modify a task list; establish a Work Breakdown Structure; hide columns; set milestones; and format the Sheet pane and the Gantt chart.
- Link tasks to establish a project schedule; modify task predecessors; set lag time and lead time; add recurring tasks; work in Network Diagram view; modify task relationships; and set task constraints.
- Set a base calendar and edit the working time; create a resource pool and a resource calendar; assign resources to tasks; create and apply a task calendar; enter resource costs; and use the Cost table.
- Work in Calendar view and Resource Form view; add tasks to the Timeline view, work with tables and create tables.
- Display the critical path and slack; edit effort-driven schedules to fine-tune a project; and resolve resource conflicts by applying both automatic and manual resource levelling.
- Set baselines; manage a project and enter task progress.
- Apply and create project reports.

Prerequisites:

Students should be comfortable in a Windows environment, opening, saving and closing files.

$895.00 per attendee

Microsoft PowerApps

Duration: 2 days

Overview:

This course delivers an instructor-led breakdown of Microsoft PowerApps. Students will be taught how to design, test and publish new apps that work with a variety of data sources. We will take users through a selection of well-crafted lessons to help them build new applications for their business.

Objectives:

After completing this course, students will be able to:

- Understand when to use PowerApps
- Describe the components of PowerApps and their correct use
- Create PowerApps from existing data sources
- Brand PowerApps
- Customise PowerApps beyond just using the automated wizards
- Connect to a range of data sources from Excel to Azure SQL
- Understand the difference between canvas apps and model-driven apps
- Integrate PowerApps with other Office 365 systems - including Teams and SharePoint Online
- Administer and Maintain PowerApps

Course Modules:

Module 1: An Introduction to PowerApps

Let's get started with an introduction to Microsoft PowerApps. Traditionally building customised solutions for a business involved using a coding language to build an application from scratch. Typically, these solutions could often only be used within the business, making external use of the application a large hurdle to overcome. With PowerApps we can now not only easily build solutions, but we can also share them with users in our business. Deployment takes seconds and you could by testing your own app on your phone in no time. This module will overview the features of PowerApps, its benefits to a business and the variety of ways you can build and access your apps on different devices.

After completing this module, students will be able to:

- Describe when PowerApps should be used

- Know how to access PowerApps

- Make design decisions based on PowerApps licenses

- Understand that there are two type of app

- Be able to use sample apps

Module 2: Getting Started with PowerApps

To begin our journey through the PowerApps product, we will begin by looking at some of the templates that are available to view and edit. Microsoft's templates are a good starting point to discover what the product is capable off and how it can be achieved. We will also take the chance to have a tour of the editor so that students are familiar with the interface that they will be using over the two-day course. We will then build our first app from a static data source, showing students how to test their changes in the app instantly without the need to publish. We will also discuss how to configure your apps settings and how to access the app once it has been saved and shared.

After completing this module, students will be able to:

- Build a useful app using wizards in minutes

- Make simple changes to existing apps

- Know how formulas are used in PowerApps

- Be able to test an app before it is shared

- Restore a previous version of an app in the event of a problem

- Use the mobile app to consume an app

Module 3: Branding and Media

In our next module, we will look at the options available to designers that allow them to implement their business branding. Not only will this deal with the aesthetics of your app, it will also introduce time-saving tips to help keep your branding consistent. We will also be discussing how to embed media into your app which can be useful if you are planning on an app that might promote video content.

After completing this module, students will be able to:

- Customise apps backgrounds with images and colour

- Add images and logos to an app

- Use times to show and hide controls

- Align and size controls

Module 4: PowerApps Controls

So far in the course, we would have covered the basics of adding, editing and removing controls from our applications. The drive behind this module is to provide more depth on the categories of controls which can be used on a form. Your instructor will take you through each control and discuss its purpose and configuration. Tackling the wide selection of controls will help students recognise when to use the right control.

After completing this module, students will be able to:

- Use a wide range of controls to give users the best data entry experience

- Edit control properties

- Use formulas to all multiple controls to interact with each other

- Present information using charts

Module 5: Data Sources and Logic

To help maintain and view essential business information, organisations often have a diverse selection of locations to keep different types of data. This could range from databases to file storage locations. PowerApps offers connections to a wide selection of data sources. We will show students to build their PowerApps to bring in data from a variety of sources as well as how they can utilise the common data source, a storage location unique to PowerApps.

After completing this module, students will be able to:

- Connect to many data source including cloud and on premises

- Understand the financial costs of working with different data sources

- Understand which data sources can work with large amount of data

- Display data using controls

Module 6: Model-Driven Apps

Module one to five discussed how to work with the original type of PowerApps known as a Canvas App, Microsoft have now introduced a second type of app known as a model-driven app. Model driven apps involve a different development process to canvas apps. We will review this development process during this module.

Model-Driven apps can be quicker to build than canvas apps, but they are less customisable and typically have a higher cost, knowing which type of app to use is not always a simple decision, we will show you the pros and cons of each.

After completing this module, students will be able to:

- Describe the difference between a canvas app and a model-driven app
- Access model-driven apps
- Edit model-driven apps

Module 7: PowerApps Integration

PowerApps is designed to easily connect to other business systems to read and update information. In this module we will discuss some simple ways to integrate PowerApps with key Office 365 systems including Teams, SharePoint Online and Flow. The result is the ability to use a combination of systems to create solutions for a variety of business requirements.

After completing this module, students will be able to:

- Know how to make PowerApps available for users via Teams and SharePoint Online
- Understand the benefits of using PowerApps with Flow

Module 8: Administration and Maintenance of PowerApps

In our last module for Microsoft PowerApps, we will be looking at how a business can manage their existing apps. This could be using analytics to discover usage trends. We will discover how to export and import apps, so they can be reused in other locations. Finally, we will discuss how Office 365 administrators can shape the PowerApps experience with high-level settings that help ensure data segregation and security.

After completing this module, students will be able to:

- Identify who is using PowerApps in your organization
- Prevent specific users from using the PowerApps service
- Reuse or move existing apps

Target Audience:

This class has something for everything, from beginners who wish to customise their data entry forms in SharePoint right up to advanced users who need to use advanced formulas to deliver more bespoke actions to their apps.

$1,600.00 per attendee

Microsoft Flow

Duration: 1 day

Overview:

This course delivers an instructor-led product showcase for Microsoft Flow from start to finish in an engaging and practical way. Flow is a diverse product, turning business processes into automated, consistent and visual workflows. Flow is designed to interweave the various products in Office 365 as well as connect to other on-premises and web-based solutions. This course will give you the confidence to select the right actions and workflow logic for your business workflows.

Module List:

Module 1 - An Introduction to Microsoft Flow

Module 2 - Getting Started with Workflows

Module 3 - Flow Logic

Module 4 - Integration

Module 5 - The Mobile App

Module 6 - Administration and Maintenance

Target Audience:

The intended audience for this course would be those who have been using Office 365 for some time and are now looking at optimising their existing business processes and designing new ones.

Prerequisites:

Delegates should have some exposure to a Windows operating system and Microsoft Office 365.

$550.00 per attendee