



Microsoft 365 Unlimited Productivity Training

Goal: We assume responsibility for keeping your employees up to date with Microsoft 365 and Zoom

System Source Bits & Bytes: All you can eat, live byte-sized webinars quickly introduce new topics and reinforce skills. Sessions may include:

Access Bits & Bytes

- [Building Comprehensive Forms](#)
- [Creating Tables and Setting Properties](#)
- [Macros](#)
- [Pivot Tables](#)
- [Queries](#)
- [Relationships](#)
- [Reports](#)
- [Using Unbound Forms for Menus & Run Reports](#)

Excel Bits & Bytes

- [Advanced Formulas & Functions](#)
- [Advanced Pivot Tables Using Multiple Worksheets](#)
- [Basics Part 1](#)
- [Basics Part 2](#)
- [Charts & Graphs](#)
- [Intermediate Part 1](#)
- [Intermediate Part 2](#)
- [Macro Basics](#)
- [Pivot Tables](#)
- [Protecting Your Worksheets](#)
- [Shortcuts](#)
- [Tips & Tricks](#)
- [VLOOKUP & Other "IF"y Functions](#)
- [Working with Lists](#)

Microsoft 365 Bits & Bytes

- [Automating Your Work with Power Automate](#)
- [Forms, Quizzes & Surveys Using Microsoft Forms](#)
- [Gathering Information with Power Automate](#)
- [Managing Activities with Microsoft Planner](#)
- [Managing Video Resources with Microsoft Stream](#)
- [Office Formatting Tips](#)
- [OneDrive File Management](#)

OneNote Bits & Bytes

- [Embedding and Attaching Files](#)

- [Sharing OneNote Content](#)

Outlook Bits & Bytes

- [Automating Message Management](#)
- [Tips & Tricks](#)
- [Using Outlook on the Web](#)

PowerPoint Bits & Bytes:

- [Adding Charts to Your Presentation](#)
- [Basics Part 1](#)
- [Basics Part 2](#)
- [Customizing PowerPoint Design Templates](#)
- [Graphics](#)
- [Transitions and Animations](#)

SharePoint Bits & Bytes:

- [Overview](#)

Teams Bits & Bytes

- [Creating Teams, Channels & Tabs](#)
- [Collaborating with Microsoft Teams](#)
- [Meetings, Video Calls, Screensharing & Breakout Rooms](#)

Word Bits & Bytes

- [Automating Repetitive Tasks with Word Macros](#)
- [Headers & Footers](#)
- [Mail Merge](#)
- [Outlines](#)
- [Table of Contents & Styles](#)
- [Tables](#)
- [Tabs, Indents & Paragraph Markers](#)
- [Using Word Forms to Manage Content](#)



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NEW BONUS: Unlimited Productivity Training now includes our MegaBytes! Megabytes take our top Bits & Bytes topics, extends them to two hours and includes hands-on exercises!

[Excel MegaBytes: Basic Formulas](#)

[Excel MegaBytes: Charts & Graphs](#)

[Excel MegaBytes: Macros](#)

[Excel MegaBytes: Pivot Tables](#)

[Excel MegaBytes: Tips & Tricks](#)

[Excel MegaBytes: VLOOKUP & Other "IF"y Statements](#)

[OneNote MegaBytes: The Ultimate Note Taking Tool](#)

[Word MegaBytes: Tables](#)

[Bing Chat Enterprise: AI for Everyone – NEW!](#)

Quick Reference Cards: Reference cards by topic for desk-side reference

System Source Office Hours: System Source instructors hold monthly office hours with tips and tricks and assist users with specific questions

Recognition: System Source will recognize those who've completed training through monthly reports to management and eCertificates.

Fee: \$18/user/month– minimum 10 users, annual commitment required. Sessions must be attended during agreement period.