Training Catalogue

Contents

Power BI

TRANSCRIPTION

DATA BEAR
Be Data Savvy

Contents

The Data Bear Difference

There is a difference between knowing how to use Power BI and knowing how to build insightful compelling reports that **effectively answer specific questions** which drive business change. Data Bear is passionate about 'not just teaching Power BI', we strive to ensure Power BI is used for effective communication of data that drives change.

As a **Microsoft Gold Partner in Data Analytics** and a Power BI Partner, our team receives regular 'insider' training from the Power BI team to ensure we are up to speed with **best practices** and the latest Power BI functionality. With over a decade of Business Intelligence experience, our team is dedicated to ensuring that our Power BI training has practical business application that produces results.

As a consulting firm with a **vertical focus on Power BI**, we are unlike other software training providers who has simply added Power BI amongst their extensive list of courses, and then recruits freelancers to 'teach Power BI'. When choosing Data Bear as a Power BI training provider, you're a choosing a Microsoft Gold partner with a focus on Power BI that is **dedicated to your success.**

Data Bear's IT support services offers team augmentation that can be more cost-effective and efficient way to embrace and harness Microsoft technologies. With our team at your service, you have access to a broader talent pool that are continuously upskilling to ensure **enhance business efficiency** and best practice.

For further confirmation as to what differentiates our training, please take a look at our many 5 star Google reviews.

TRAINING

WE OFFER A VARIETY OF POWER BI TRAINING OPTIONS
TO SUIT SPECIFIC LEARNING GOALS

Click here to watch the video

DATA BEAR
Be Data Savvy

Public Scheduled Classes Online

Foundations
2 Days Training

25% OFF
Online Class

~~£895~~ £670

Foundations Plus
3 Days Training

25% OFF
Online Class

~~£1,145~~ £859

Power BI Advanced
2 Days Training

20% OFF
Online Class

~~£895~~ £716

Power BI Immersive Bundle
4 Days Training

20% OFF
Online Class

~~£1,252~~ £995

Power BI for End Users
1/2 Days Training

£395

Power BI Creative Design
1/2 Days Training

£395

Private Power BI Training Classes

When pricing our private onsite or online training, we offer significant discounts based on the number of delegates and only charge for the first 5 delegates.

Please give us a call or request a quote: info@databear.com

Booking a Course

Our courses can be booked online from our website:

Public class bookings can be made here

Private class bookings can be made here

Power BI Support Packages → Learn More

A Power BI support package on a monthly retainer is a smart investment for any company that wants to make the most of their data and achieve their business objectives with Power BI.

Monthly Retainer Plans

BYTE-SIZE	CTRL+ALT +ELITE	NERDS ON DEMAND	THE TECH TOWER
£375/month	£975/month	£1,375/month	£1,975/month
4 hours remote support	**12 hours** remote support	**20 hours** remote support	**35 hours** remote support
3 months contract	**3 months** contract	**6 months** contract	**6 months** contract
Get Started	Get Started	Get Started	Get Started

Pay-As-You-Go (PAYG)

10 HOURS BUNDLE	20 HOUR BUNDLE
£85/month	£75/month
10 hours remote support	**20 hours** remote support
Use within **6 months**	Use within **6 months**
Get Started	Get Started

Data Bear Support Team

Dedicated To Your Success

DATA BEAR
Be Data Savvy

Power BI Foundations Course

2 Day Power BI
Training Workshop

Duration:

2 days (14 hours) 9:30 AM – 4:30 PM

Price:

Remote Online Public Class

~~£895~~ £670 + VAT

per delegate

Remote Online Private Class

£895 + VAT

per delegate discounts offered

Onsite Public Class

£1,495 + VAT

per delegate

Onsite Private Class

£1,395 + VAT

per delegate discounts offered

Contact Us:

+44 20 8720 6880

info@databear.com

What to Expect?

In this popular 2 day workshop, our structured Power BI Training course follows a hands-on end to end process of importing 'dirty' data into Power BI Desktop and transforming this into a stunning interactive dashboard shared in the cloud. All exercises, have a relevant context, covering 'real-life' scenarios that require building KPIs to answers specific business questions. This training ensures that, going forward, your team has the best practice foundation to continue the process of getting the right data into the right hands. Learn the Power BI tricks of the trade from a team who has many Power BI solutions under their belts.

[**TRAINING BROCHURE**]

DATA BEAR
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Power BI Foundations Plus Course

3 Day Power BI

Training Workshop

Duration:

3 Days (21 hours) 9:30 AM — 4:30 PM

Price:

Remote Online Public Class

£995 £746 + VAT

per delegate

Remote Online Private Class

£1,295 + VAT

per delegate discounts offered

Onsite Public Class

£2,295 + VAT

per delegate

Onsite Private Class

£2,495 + VAT

per delegate discounts offered

Contact Us:

+44 20 8720 6880

info@databear.com

What to Expect?

In this 3-day Introduction to Power BI workshop, our structured course helps those with little to intermediate experience understand the fundamental concepts required for building Power BI reports the right way. Learn best practice data structure principles and how to build KPIs that answers specific business questions.

This training ensures that you'll have a solid foundation to enhance the process of compelling interactive data storytelling.

TRAINING BROCHURE

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Power BI Advanced Course

2 Day Power BI

Training Workshop

What to Expect?

Following on from our Foundations course, this 2 day workshop ensures that you have a deeper understanding of the fundamental concepts required for building 'next level' Power BI solutions. All exercises build on each other towards a logical end process. After learning to master the basics, Advanced focuses on some advanced report features and functionality that enhances data storytelling.

The course unpacks core Power BI functionality that adds significant value to the reporting process. We dive deeper into DAX, Query building and data modelling, however, the main focus in learning how to enhance the message of your Power BI reports to answer more questions.

TRAINING BROCHURE

Duration:
2 days (14 hours) 9:30 AM – 4:30 PM

Price:
Remote Online Public Class
~~£895~~ £ 716 + VAT
per delegate

Remote Online Private Class
£895 + VAT
per delegate discounts offered

Onsite Public Class
£1,295 + VAT
per delegate

Onsite Private Class
£1,395 + VAT
per delegate discounts offered

Contact Us:
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info@databear.com

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Power BI Immersive Bundle

4 Day Power BI

Training Workshop

What to Expect?

Supercharge your data analytics skills with our 4-day Power BI Immersion Bundle!

Get 20% off the cost of our Foundations and Advanced course when bundled together.

In this 4-day Bundled course, you will be attending both the Power BI Foundations course and the Power BI Advanced course.

Covering all the essential Power BI concepts, this bundled course will take you from a 'Foundation' level and empower you to take Power BI to the 'Next Level' and create more advanced Power BI reports and dashboards.

Don't miss this opportunity to get 20% off the cost of each course and take your data analytics skills to new heights.

Get ready to revolutionise the way you analyse and present data with Power BI.

<div style="background:#FFD200">

TRAINING BROCHURE

</div>

Duration:
4 days (28 hours) 9:30 AM — 4:30 PM

Price: (20% discount included)
Remote Online Public Class
~~£1,252~~ £995 + VAT
per delegate

Remote Online Private Class
£1,912 + VAT
per delegate discounts offered

Onsite Public Class
£2,232 + VAT
per delegate

Onsite Private Class
£2,232 + VAT
per delegate discounts offered

Contact Us:
+44 20 8720 6880
info@databear.com

Power BI for End Users

½ Day Power BI Training Workshop

What to Expect?

This **½ half day** training empowers consumers and stakeholders with the art of the possible in Power BI. Focusing solely on the Power BI service, the environment where consumers interact with content, we ensure that all consumers (end users) of Power BI understand how best to derive value from an interactive Power BI Solution.

Following the role of a consumer of a Power BI solution you will learn to build Power BI personalized dashboards and use the many 'wow' features available in the Power BI cloud service that allow consumers to unlock insights.

Being a data analyst tool used to connect to data source and create data models, this course **does NOT focus on Power BI Desktop**.

<div style="background-color:yellow">TRAINING BROCHURE</div>

Course Content

- Overview of the Cloud Service
- Importing a Report into the Cloud Service
- Differences between Power BI Reports
- Building a Dashboard
- Power BI for Mobile
- Q&A (Natural Language Queries)
- Quick Insights (Built in AI)
- Dashboard Flow and Navigation
- Interrogate Reports
- Understand available report filters and how to reset them
- Consuming Power BI Apps
- Create Personal Power BI bookmarks

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Power BI Creative Design

½ Day Power BI Training Workshop

What to Expect?

Unlock the secrets to creating beautiful, user-friendly reports that become part of daily decision-making with our focused ½ day Power BI Design Bootcamp. Delve into crafting visually stunning reports, with a strong focus on aesthetic design principles and visualisation techniques.

Explore the nuances of design that elevate standard reports to polished presentations with clarity and visual appeal.

Tailored for Microsoft Power BI, this course welcomes both new and experienced users, offering insights that transcend basic usage to delve into the art of visual design in data presentation.

Course Content

- Intro to Visualisation & Design Principles
- Using the right visuals
- Typography
- Colour Theory
- Layout & Composition
- Data Storytelling & Narrative
- Analysing Report & Dashboard designs
- Interactive Elements & Navigation
- Report Customisations
- Accessibility & Inclusive Design

TRAINING BROCHURE

BYO Data Power BI Training

To ensure efficiency, this type of training requires a different approach. We first review your data in combination with the specific reporting requirements and learning outcomes which you have around these.

The cost for the Bring Your Own (BYO) data training is the same as our standard courses, with the inclusion of the estimated time to access and prepare your data beforehand. In the case where we do not have to connect to multiple sources, no data mining or validation is required, and the report building requirements are straight forward, we can waiver this additional fee.

To request this training:

Enquire Now

Power BI Consulting Services London

With a head office in London, our reliable team provides [Power BI consulting](#) and [Power BI support services](#) to organisations globally.

Our warm, client-centred consulting approach ensures that you have a clear understanding of the various solution architecture options and are provided with best practice recommendations for your Power BI implementation. Our experienced Microsoft Power BI consultants have developed a 'Requirements Analysis' template which helps facilitate the process of communicating and collating your specific reporting requirements. We understand that not everyone has clear requirements, and thus our agile approach allows you to discover the 'art of the possible' with Power BI.

If your team requires a Power BI Consultant, or is interested in on-going Power BI support, we provide service agreement packages that ensure help is there when you need it. Our Microsoft Power BI consultancy is not limited to the UK, we provide Microsoft Business Intelligence consulting services globally. To learn more about how Power BI adds value, see our [Power BI blog](#).

If your analysts need supercharging, our experience Power BI developers will train and mentor them and ensure they are equipped to help create a 'data culture' in the organisation.
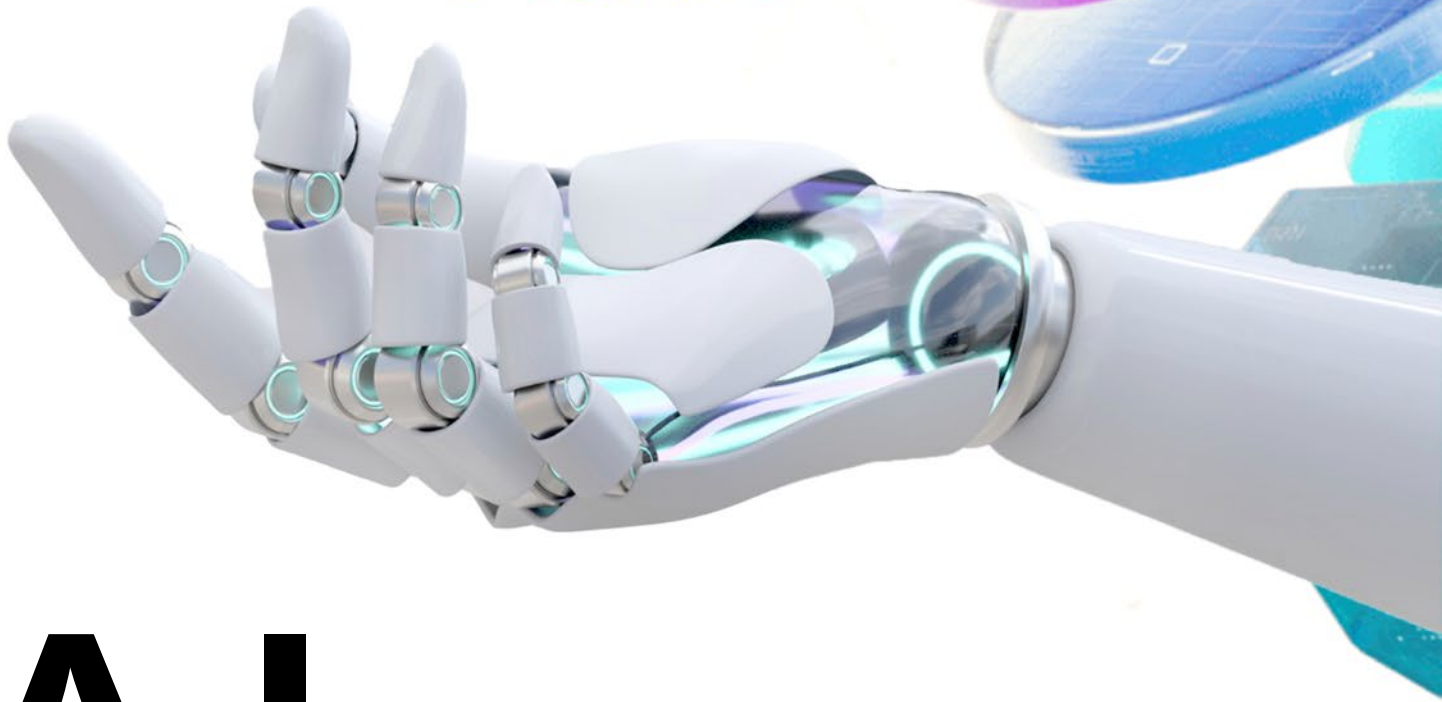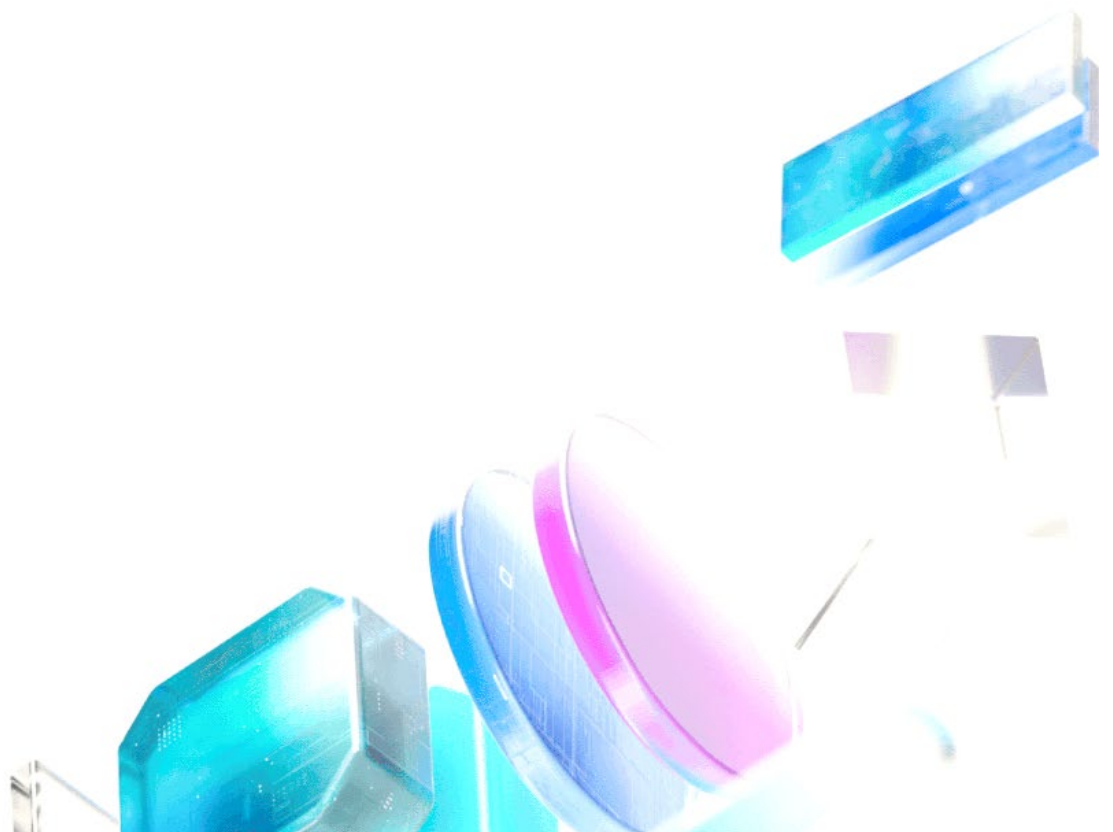
Copilot

ChatGPT

Gemini

AI
TRAINING

DATA BEAR
Be Data Savvy

Contents

DATA BEAR
Be Data Savvy

From overwhelmed to empowered with AI

Microsoft
GoldPartner
DATA ANALYTICS

Introduction to AI: Free tools for office efficiency

Transform your productivity with AI innovation. Embrace AI and stay ahead.

What to Expect?

Unlock the power of artificial intelligence with free, user-friendly tools designed to enhance productivity in the modern workplace. This course provides a hands-on introduction to AI-powered applications like Microsoft Copilot, Google Gemini, and ChatGPT, helping you streamline tasks, generate content, and work smarter not harder.

You'll gain a clear understanding of AI fundamentals, ethical considerations, and best practices for data privacy. Explore real-world applications of AI in document creation, data analysis, email assistance, and image generation. Learn how to craft effective prompts for better AI responses and discover mobile-friendly AI tools for productivity on the go.

Duration:
One day (7 hours)
9:30 am - 4:30 pm

Prices:
Private Live Online Class
£495 + VAT
per delegate

Discounts offered when more than one books
Click Here to Book Online

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020 8720 6880 | info@databear.com   databear.com

Who should attend:

This course is intended for all types of learners looking to optimise their workflow with free AI solutions.

Whether you're new to AI or looking to optimise your workflow with free AI solutions, this course will equip you with the knowledge and skills to integrate AI into your daily office tasks with confidence.

Prerequisites?

No Previous training required!

There are no prerequisites however for the course to be beneficial Learners should be comfortable using a web browser, navigating websites, and handling files. Some experience with Microsoft 365 (Word, Excel, Outlook, PowerPoint) and Google Workspace would be beneficial.

Internet Access & a Web Browser – Since many AI tools are cloud-based, participants should be able to access them online.
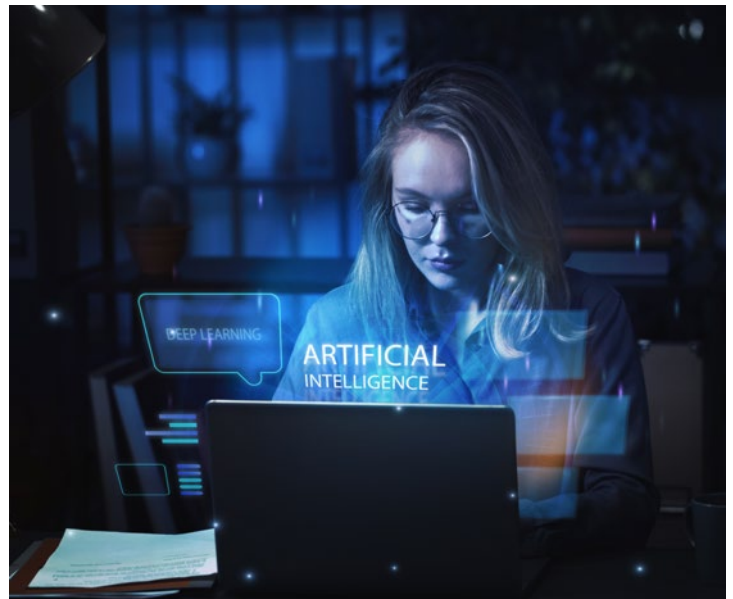
Course Content

Modules

Module 1: Understanding AI and Its Impact

High-Level Overview of AI
- What is AI?
- How AI works in simple terms.
- Awareness of 'AI hallucinations'
- Large Language Models(LLMs) and AI agents in simple terms

AI Ethics
- Importance of ethical considerations in AI.
- Awareness of data security and privacy when using various AI models.
- Basic principles and best practices for data handling when using AI tools.

Module 2: Overview of Popular AI Tools

Overview of Popular LLMs
- Copilot (Microsoft): Strengths, limitations, and licensing costs.
- Gemini (Google): Features, limitations, and licensing costs.
- ChatGPT (Open AI): Overview of capabilities, limitations, and costs

Considerations when choosing an LLM
- Integration with Existing Tech Stack
- Scalability and Resource Requirements
- Cost and Pricing Model
- Ethical Considerations and Safety

Module 3: Exploring Popular AI Tools

Introduction to Copilot:
- What is Microsoft 365 Copilot?
- Licensing Overview
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI
- Copilot Examples
- Creating Presentations: Generating ideas, outlines, and text for slides.
- Working in Excel: Asking Copilot for formula explanations and data analysis.
- Writing and Editing Documents: Drafting, summarising, and proofreading reports.
- Email Assistance: Crafting concise and professional email responses.
- Using the Copilot Designer for image generation
- Editing and collaborating using Copilot Pages
- Copilot inside of Microsoft Edge
- Summarising page content and highlighting key information
- Generating summaries with timestamps for videos

Introduction to Google AI Studio:
- What is AI Studio and how to access it?
- Overview of data privacy
- AI Studio in Action
- Basic configurations and settings
- Using the prompt gallery
- Built-in tutorials and examples
- Getting Realtime Help and Working Together
- How to use Stream Realtime
- Screen sharing with AI for personalised help
- Sharing projects with colleagues

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Be Data Savvy

Course Content

Modules

Module 3: Continued

Introduction to ChatGPT

- What is ChatGPT and how to access it?
- Overview of data privacy
- ChatGPT in Action
- Overview of basic configurations
- Using a prompt gallery
- Using 'Temporary Chat'
- Using 'Search the Web'
- Using 'Canvas'

Getting Better Results from AI tools

- Understanding 'Prompt Engineering': How to phrase instructions to get clear, accurate results.
- Changing prompt settings within a platform
- Tips for Getting the most value: Using context, examples, and concise language for better outcomes.
- Edit a Copilot prompt to make it your own
- Sharing saved prompts with colleagues
- Using prompt templates (Prompt Cheat Sheets)

Module 4: Expanding Your AI Toolkit

Exploring AI Tools on Mobile Devices

- How to access free AI apps on mobile (Copilot, ChatGPT, Gemini).
- Key features of mobile usage for productivity on the go.
- Taking photos of objects and getting information
- Using the live chat function with Gemini (conversational AI)

Exploring other free generative AI tools (time permitting)

- This module explores AI platforms that allow you to choose between different LLMs
- **Perplexity AI -** Perplexity AI offers a platform where users can select from various LLMs, including ChatGPT, Gemini, and Claude, to perform different tasks and experiments.
- **Hugging Face** - Hugging Face is a comprehensive platform that hosts a wide range of pre-trained models, including ChatGPT, Gemini, and Claude. Users can easily switch between models and fine-tune them for specific use cases.

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Harness the full power of Copilot 365

Microsoft GoldPartner
DATA ANALYTICS

Microsoft Copilot 365: Elevate your skills, streamline your tasks!

Master the tools and techniques to boost your productivity and efficiency, making your daily tasks easier and more effective.

What to Expect?

Harness the power of Microsoft 365 Copilot to streamline your workflow, enhance productivity, and simplify daily tasks. This 1-day course covers a range of topics, from the basics of AI and ethical considerations to practical applications of Copilot in everyday tools like Word, Excel, and Teams.

Licensing Requirements:

To complete the Use Case exercises in this course, each student must have:

- Access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Microsoft 365 Copilot.

- A Microsoft OneDrive account, since Copilot requires OneDrive to complete the file sharing tasks used throughout the Use Case exercises

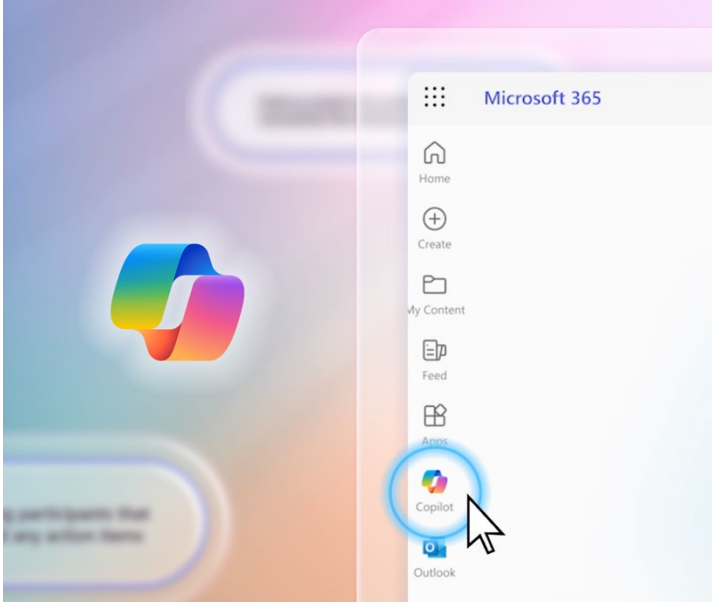**Duration:**
One day (7 hours)
9:30 am - 4:30 pm

Prices:
Private Live Online Class
£495 + VAT
per delegate

Discounts offered when more than one books
Click Here to Book Online

DATA BEAR
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Who should attend:

This course is intended for all types of learners looking to boost productivity with Microsoft Copilot.

Whether you're managing data, creating content, or collaborating with colleagues, this course provides the knowledge and skills to make the most of Copilot and other AI-powered tools in Microsoft 365
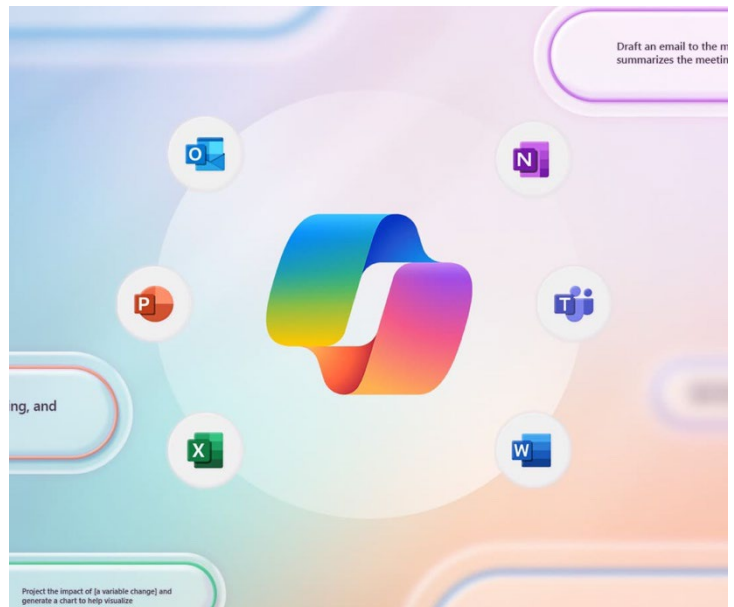
Prerequisites?

No Previous training required!

A Microsoft Copilot 365 License is required

For the course to be beneficial learners should be comfortable using a web browser, navigating websites, and handling files. Some experience with Microsoft 365 (Word, Excel, Outlook, PowerPoint) is beneficial.

DATA BEAR
Be Data Savvy

Course Content

Modules

Module 1: Understanding AI and Its Impact

High-Level Overview of AI
- What is AI?
- How AI works in simple terms.
- Awareness of 'AI hallucinations'
- Large Language Models(LLMs) and AI agents in simple terms

AI Ethics
- Importance of ethical considerations in AI.
- Awareness of data security and privacy when using various AI models.
- Basic principles and best practices for data handling when using AI tools.

Module 2: Exploring Microsoft Copilot 365

Introduction to Copilot
- Overview of Copilot and how to access it
- Copilot licensing options
- Differences between free and paid versions.
- Overview of Copilot integrations

Practical Use of Copilot in Daily Tasks
- Creating Presentations:
  - How Copilot can assist in designing slides and organising content.
- Working in Excel:
  - Using Copilot to manage data, create formulas, and automate tasks.
- Working in Word:
  - Utilising Copilot for writing, editing, and formatting documents.
- Sending Emails:
  - Efficiently drafting and sending emails using Copilot.

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Course Content

Modules

Module 2: Continued

- Adding Value to Teams Meetings:
  - Integrating Copilot into Teams for enhanced productivity.
  - Using Copilot for meeting notes, scheduling, and task management
- Copilot inside of Microsoft Edge
  - Summarising page content and highlighting key information
  - Generating summaries with timestamps for videos
- Working in OneNote:
  - Supercharge your notes
  - Copilot OneNote Tips & Tricks
- Copilot for OneDrive:
  - Summarising and Comparing Files
  - Asking questions and creating FAQ
- Working with Copilot in Pages:
  - What is Pages?
  - How to get started with Pages
  - Collaboration and Sharing in Pages
- Working with Copilot in Loop:
  - What is Loop?
  - How to get started with Loop
  - Collaboration and Sharing in Loop

Getting Better Results from Copilot

- Understanding 'Prompt Engineering': How to phrase instructions to get clear, accurate results.
- Changing prompt settings within the platform
- Tips for Getting the most value: Using context, examples, and concise language for better outcomes.
- Edit a Copilot prompt to make it your own
- Sharing saved prompts with colleagues
- Using prompt templates (Prompt Cheat Sheets)

Module 3: Mobile Productivity & Beyond

- **Exploring the Copilot Mobile App**
  - Introduction to the Copilot mobile app.
  - Key features and how to use it on-the-go.
  - Conversational AI (Using voice)
  - Taking photos of objects and getting information

- **Copilot Content Creation and Generative AI**
  - Technical Writing:
    - Creating documentation, manuals, and guides.
    - Explaining complex concepts clearly and concisely.
    - Summarising and editing legal documents
    - Editing and collaborating using Copilot Pages
  - Marketing Content:
    - Crafting social media posts, advertisements, and blog posts.
    - Tailoring messages to different audiences and optimising for engagement.
    - Using the Copilot Designer for image generation
  - Code Generation:
    - Writing and debugging code snippets.
    - Assistance with various programming languages and frameworks.

- **Additional Productivity Tips**
  - Other ways Copilot can enhance productivity.
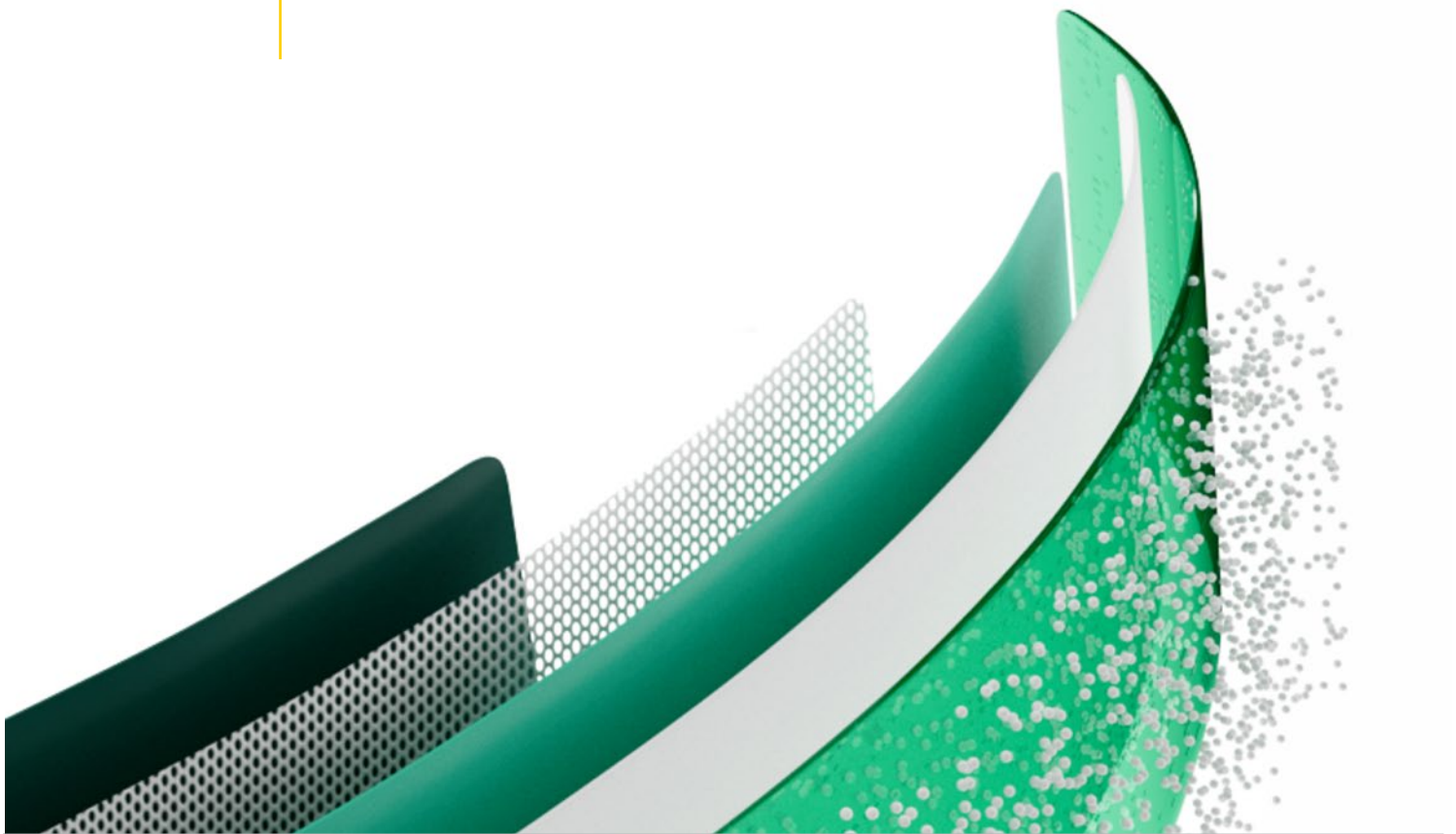 - Exploring additional Office 365 integrations.

Microsoft Fabric

TRAINING

Contents

Fabric Training Classes

In today's data-driven world, mastering Microsoft Fabric is essential for professionals looking to leverage data analytics effectively. Our Microsoft Fabric Training program offers a comprehensive learning experience tailored to equip you with the skills needed to excel in data integration, management, and analysis.

Fabric seamlessly integrates with various components. such as data lakes, data engineering, data science, and real-time analytics. Our consulting services ensures a smooth integration process, allowing you to leverage the platform's capabilities with ease and efficiency.

Our training services emphasise the importance of data security, governance, and compliance. We guide you in implementing robust security measures, protecting your data from unauthorised access, and ensuring adherence to regulatory standards

Benefits of Microsoft Fabric Training

1 Comprehensive Learning:

The training covers a wide range of topics, from the basics of Microsoft Fabric to advanced features, ensuring that learners gain a thorough understanding of the platform.

2 Hands-On Experience:

Participants often engage in practical exercises and real-world scenarios, allowing them to apply what they learn in a controlled environment, which reinforces their understanding.

3 Expert Instruction:

Training is typically led by experienced instructors who provide insights and best practices, helping learners to navigate challenges and optimise their use of Microsoft Fabric.

4 Up-to-Date Content:

Microsoft regularly updates its training materials to reflect the latest features and improvements in Microsoft Fabric, ensuring that learners are equipped with current knowledge.
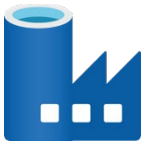
5 Networking Opportunities:

Training sessions often provide opportunities to connect with other professionals, fostering collaboration and the sharing of ideas and experiences.
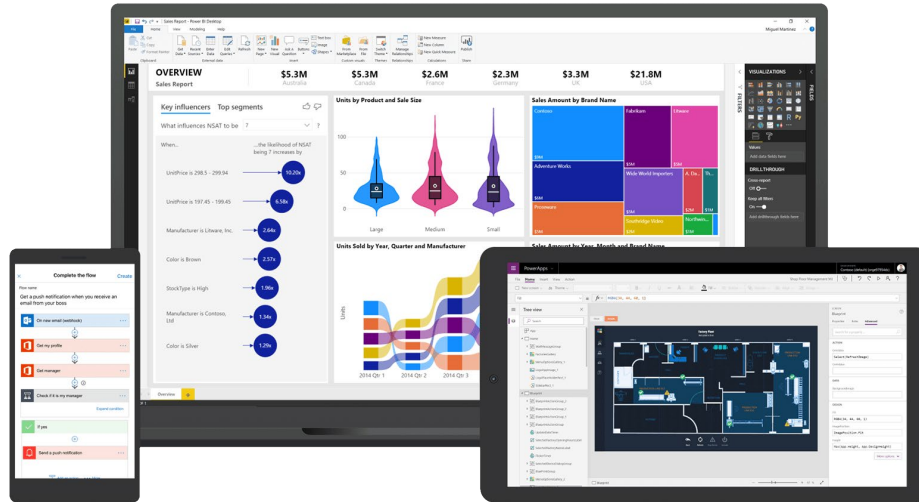
Microsoft Fabrics key components are:

Data Factory:

A data integration service that allows users to create, schedule, and orchestrate data workflows.

Synapse Data Engineering:

A component that facilitates data preparation and transformation, enabling users to build robust data pipelines.

Synapse Data Warehousing:

This component provides a scalable and secure environment for storing and analysing large volumes of data.

Power BI:

Features that enable users to create interactive reports and dashboards, making data accessible and understandable for decision-makers.

Why Choose Data Bear as your Microsoft Fabric Training Provider?

Based on our customer feedback, we have created a list of reasons why you should choose our team for Microsoft Fabric Training Courses:

Microsoft Gold Partner

Established business with a reputable reputation

Microsoft Most Value Professional (MVP)

Microsoft Certified Trainer (MCT)

Options for a group, live online training, and bespoke private training

Ongoing support packages available

Data Bear's Fabric Training offers a comprehensive approach to enhancing data management skills. Participants benefit from hands-on experience with advanced data integration techniques, enabling them to streamline workflows and improve data accuracy. The training emphasises practical applications, equipping professionals with the tools to effectively analyse and visualise data. By fostering a deeper understanding of data fabrics, attendees can drive better decision-making and enhance organisational efficiency. Overall, Data Bear's Fabric Training empowers individuals to leverage data as a strategic asset in their respective fields.

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Microsoft Fabric Consulting

Introduction to Microsoft Fabric
1-day Training Course
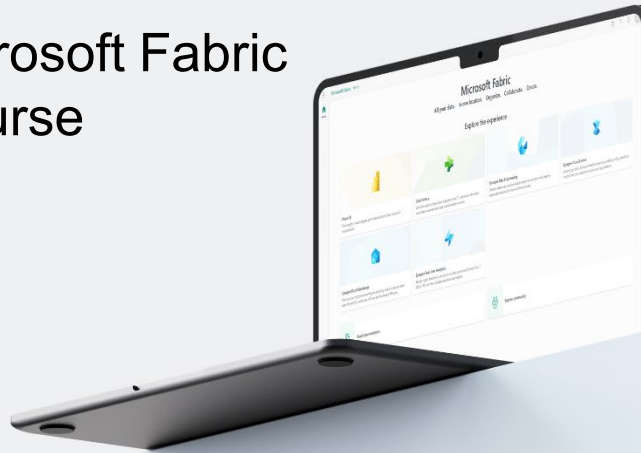
Microsoft
GoldPartner
DATA ANALYTICS

From data integration and engineering to business intelligence and real time analytics, Microsoft Fabric enables data professionals to host all their analytics workloads in a SaaS-based, lake-first solution - eliminating organisational siloes.

What to Expect?

Unlock the full potential of Microsoft Fabric in this comprehensive 1-day beginner training course. Designed for those new to the platform, this course will guide you through the fundamentals of Microsoft Fabric, offering hands-on experience and practical insights. By the end of the course, you'll have a solid understanding of how to utilize Microsoft Fabric for data management, collaboration, and visualisation, setting the foundation for more advanced skills and applications in the future.

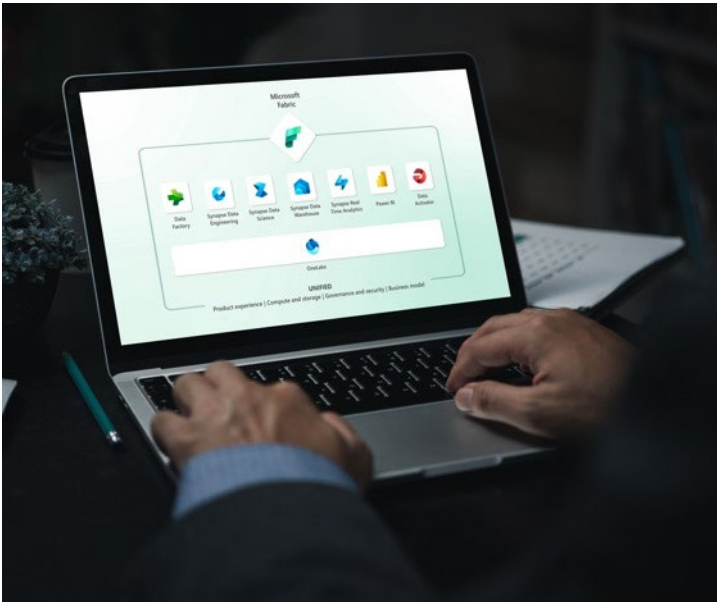**Duration:**
One day (7 hours)
9:30 am - 4:30 pm

Prices:
Private Live Online Class
£1,195 + VAT
per delegate

What to Bring?

• Laptop / PC (for online courses only)
• Good Internet connection
• A second screen (for online courses only)
• A headset or built-in speakers and microphone

Discounts offered when more than one books
Click Here to Book Online
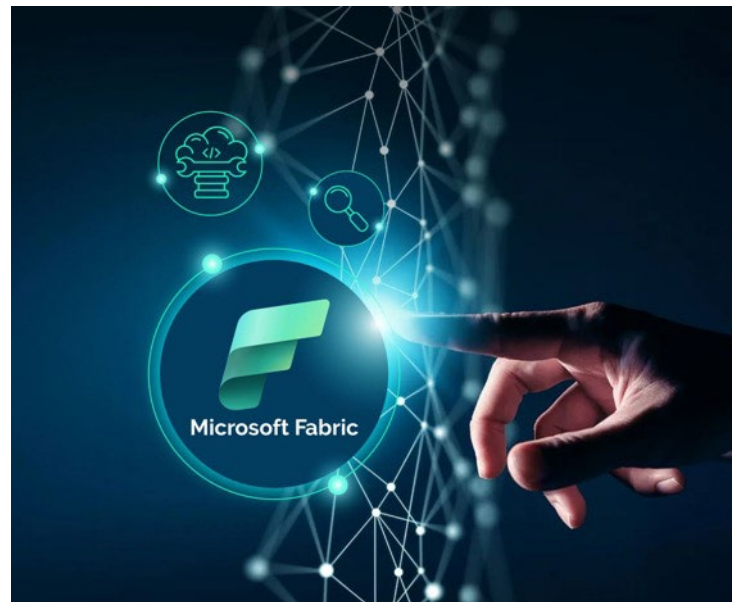
DATA BEAR
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Objectives

Learn how to:

- Understand Microsoft Fabric Fundamentals
- Learn how to connect, transform, and analyse data efficiently using Fabric tools.
- Build and visualise data models that support informed decision-making.
- Explore collaborative workflows and integration with Microsoft tools like Power BI and Azure.
- Adopt strategies for scalable, secure, and effective data solutions with Microsoft Fabric.

Who is it For?

No previous Microsoft Fabric Training Required!

No prior experience with Microsoft Fabric or advanced analytics is needed. This course is designed for those new to data concepts, providing foundational knowledge in data integration, modeling, and visualisation. Basic familiarity with Microsoft tools like Excel or PowerPoint can be helpful but is not required. Enthusiasm to learn and explore the world of data analytics is all you need!

About us

As a Microsoft Gold Partner in Data Analytics and a Power BI partner, with a vertical focus on helping business become more data efficient through Power BI Apps training and consulting, Data Bear has an established record of empowering originations with the skills and tools needed to drive their business further. Using latest technologies and best practice, the Data Bear team is dedicated to providing training and solutions that ultimately save time, increase profits and reduce stress.

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Course Content

Day 1

Overview of Microsoft Fabric

- Introduction to end-to-end analytics
- Get started with real-time intelligence, data science, and data Activator
- Administer Microsoft Fabric

Implement a Lakehouse with Microsoft Fabric

- Learn to use Lakehouses
- Learn to use Apache Spark
- Learn to use Delta Lake tables
- Organise a Fabric Lakehouse using medallion architecture design

Ingest Data with Microsoft Fabric

- learn how to Ingest Data with Dataflows Gen2
- use Data Factory pipelines
- Ingest data with Spark
- Ingest data with Microsoft Fabric notebooks

Work with Semantic Models in Microsoft Fabric

- Understand the scalability in Power BI
- Create Power BI model relationships
- Optimise Power BI performance
- Enforce Power BI model security.

Implement a Data Warehouse with Microsoft Fabric

- Get started with data warehouses
- Load data into a Microsoft Fabric data warehouse
- Query a data warehouse
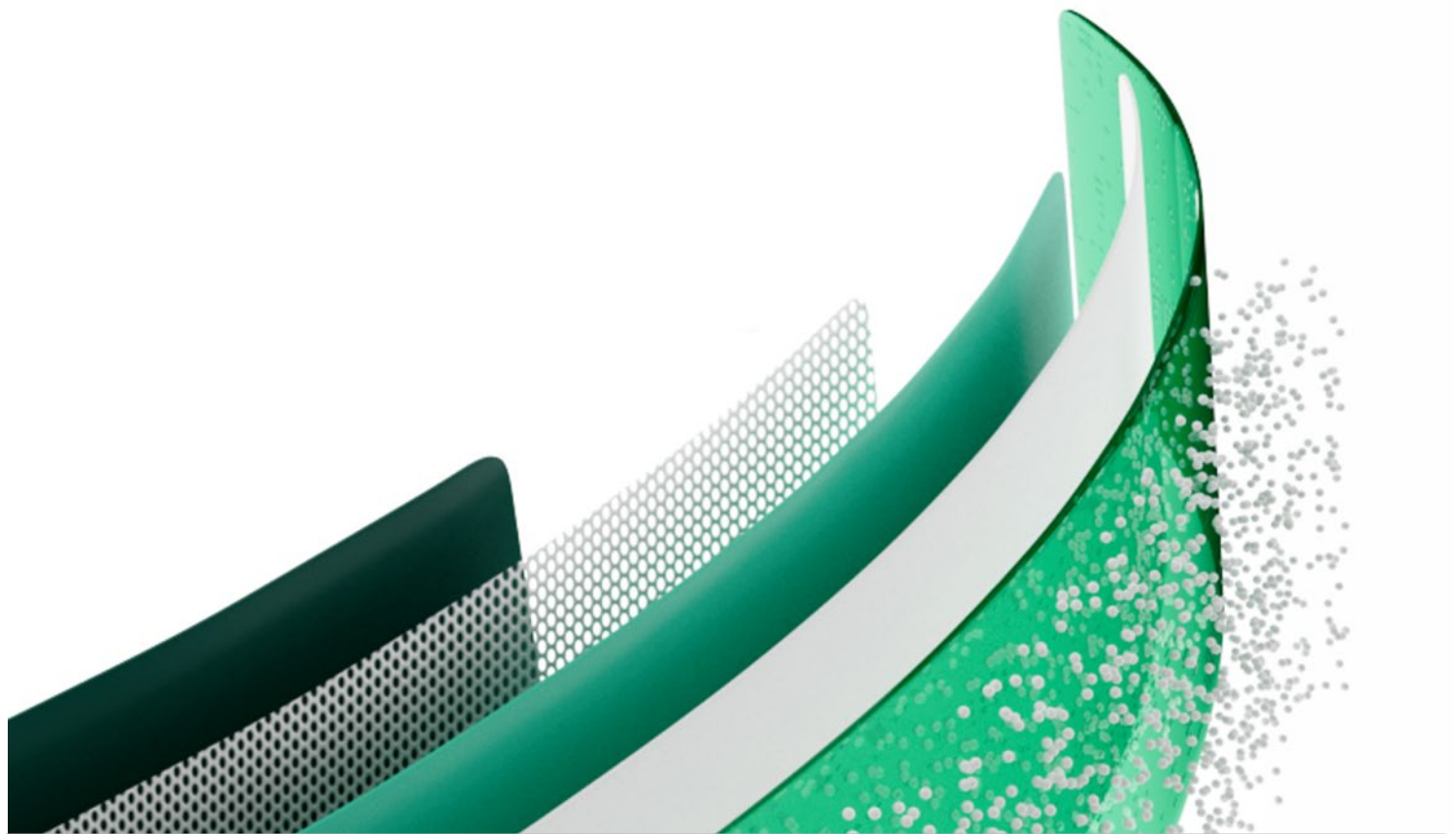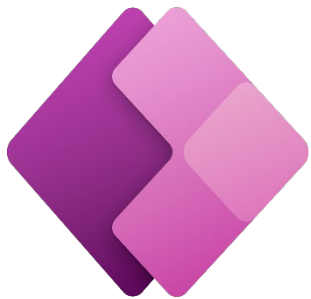- monitor and secure a data warehouse

For Microsoft Fabric Training, Contact Data Bear Today

Unlock the business value you expect and achieve more with less by unifying your hybrid and multi-cloud data estates for faster, connected intelligence. From data integration and engineering to business intelligence and real time analytics, Microsoft Fabric enables data professionals to host all their analytics workloads in a SaaS-based, lake-first solution.

Get everything you need for connected intelligence or Fabric Training with **Microsoft Fabric with Data Bear.**

Enquire Now

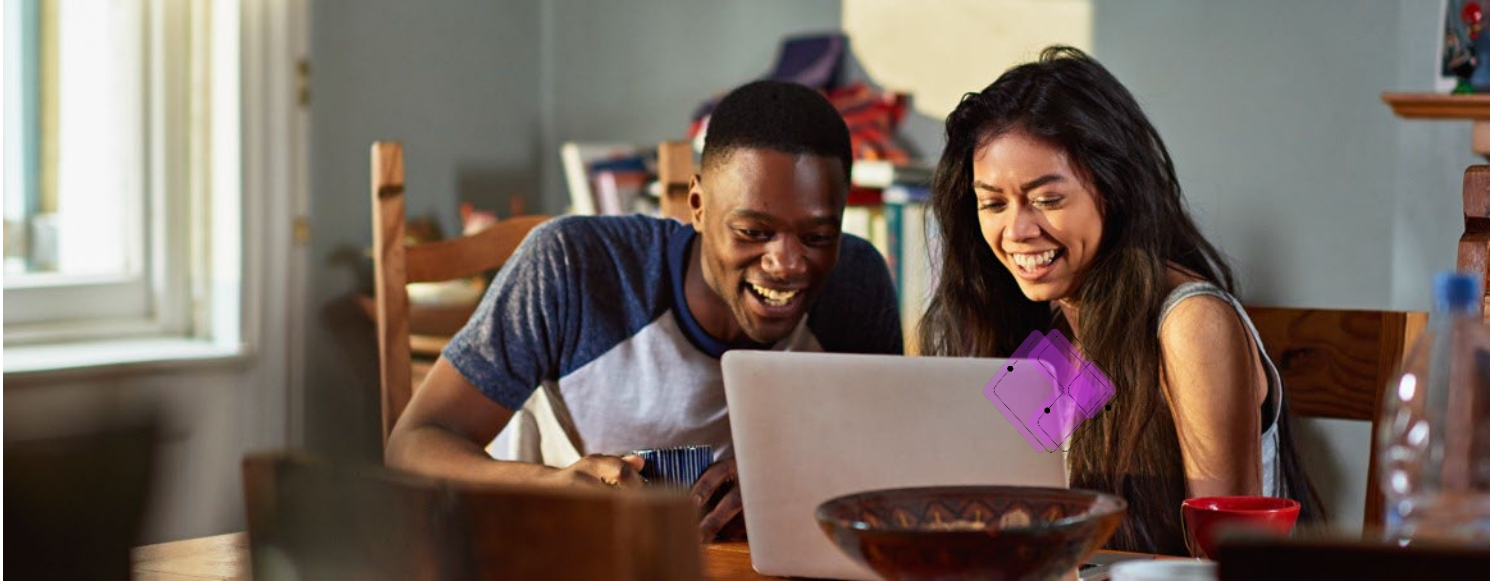# Power Apps

TRADING

TRAINING

Contents

DATA BEAR
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Power Apps Training

Our **Power Apps Training** is focused on empowering your team with **best practices** to use Power Apps effectively. Power Apps training can equip you with valuable skills that **boost your productivity** and problem-solving abilities. This low-code development platform training allows you to create custom applications that streamline workflows and automate tasks. Through our training, you'll gain the knowledge **to build user-friendly apps** that address specific needs within your organisation, saving time and resources.

Unleash the potential of Power Apps within your organisation with Data Bear's dynamic training program. Our expert-led courses are designed to equip you, regardless of your technical background, with the skills to become a confident Power Apps developer.
We differentiate ourselves by providing a curriculum that's not only comprehensive, but also adaptable to your specific needs. Whether you're a business user seeking to automate tasks or an IT professional aiming to build complex applications, our tailored learning paths ensure you get the most out of your training.

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Benefits of Power Apps Training

1

Empowering Your Teams:

Struggling with manual processes and repetitive tasks? Our Microsoft Gold Partner certified trainers will equip your team with the skills to build custom Power Apps that automate workflows and boost productivity. (Focuses on pain point and solution)

2

Build Confidence, Regardless of Background:

Our adaptable learning paths cater to all levels, from business users to IT professionals. Develop in-demand low-code development skills and become a confident Power Apps creator. (Highlights accessibility and benefit)

3

Tailored to Your Needs:

We don't offer a one-size-fits-all approach. Our curriculum is designed to address your specific business challenges, ensuring you get the most out of your training investment. (Focuses on customisation and value)

4

Hands-On Learning:

Master Power Apps through real-world case studies and practical exercises. Solidify your understanding and gain the skills to tackle your organisation's unique needs. (Highlights practical learning and application)

Technologies covered in the Power Apps training:

Power Apps:

A software as a service application platform that enables power users in line with business roles to easily build and deploy custom business apps. There are dedicated modules to both canvas and Model-driven apps.

Power Automate:

This is a business service for the line-of-business specialists and IT pros that build automated workflows intuitively.

Dataverse (Common Data Service):

Makes it easier to bring your data together and rapidly create powerful apps using a compliant and reusable data service and app platform integrated into Power Apps.

Power BI:

Self-service feature-rich business visualisation capabilities, where end users can create reports and dashboards by themselves, without having to depend on information technology staff or database administrators.

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Why Choose Data Bear as your Power Apps Training Provider?

Based on our customer feedback, we have created a list of reasons why you should choose our team for Power Apps Training Courses:

| Microsoft Gold Partner | Established business with a reputable reputation |

| Microsoft Most Value Professional (MVP) | Microsoft Certified Trainer (MCT) |

Options for a group, live online training, and bespoke private training

Ongoing support packages available

The Power Apps training that we provide supports users to save time and costs when developing internal application solutions. Our team will help ensure all processes are fully automated and the apps your organisation use follow best practice. We aim to provide you with the best possible power apps course, our class follows relevant step-by-step exercises all towards a clearly defined outcome. Our bespoke Power Apps training aims to provide you with the best way to meet your business requirements and needs through the specific Power App solutions your team requires. Furthermore, our focus on hands-on experience through real-world case studies and practical exercises solidifies your understanding and prepares you to tackle challenges specific to your organisation. Join us and transform your approach to problem-solving with the power of Power Apps.

Microsoft Power Platform Training

Power Apps is part of the **Microsoft Power Platform**. During this course, you will learn about all the **components of the Power Platform**. In addition, we will teach you about the **Microsoft Power Platform Common Data Model**, and how it adds value to your business. The training covers a range of Power Platform use cases ensuring that you get the most value from the Platform. We will teach you how to turn your ideas into actionable solutions. This will be achieved by leveraging the various tools shipped within the Microsoft Power Platform. These include Power BI, Power Automate, and Power Apps.

The Power Apps training courses that we offer across the UK empowers organisations to build business applications that modernise processes and solve tough challenges. Most importantly, our training will facilitate your understanding of the various Power Platform components, and how they work together to reduce development costs and increase overall efficiency within your organisation. Understanding how to innovate and automate your business, and being able to visualise the results in Power BI is a must for all businesses wanting to keep a winning edge.

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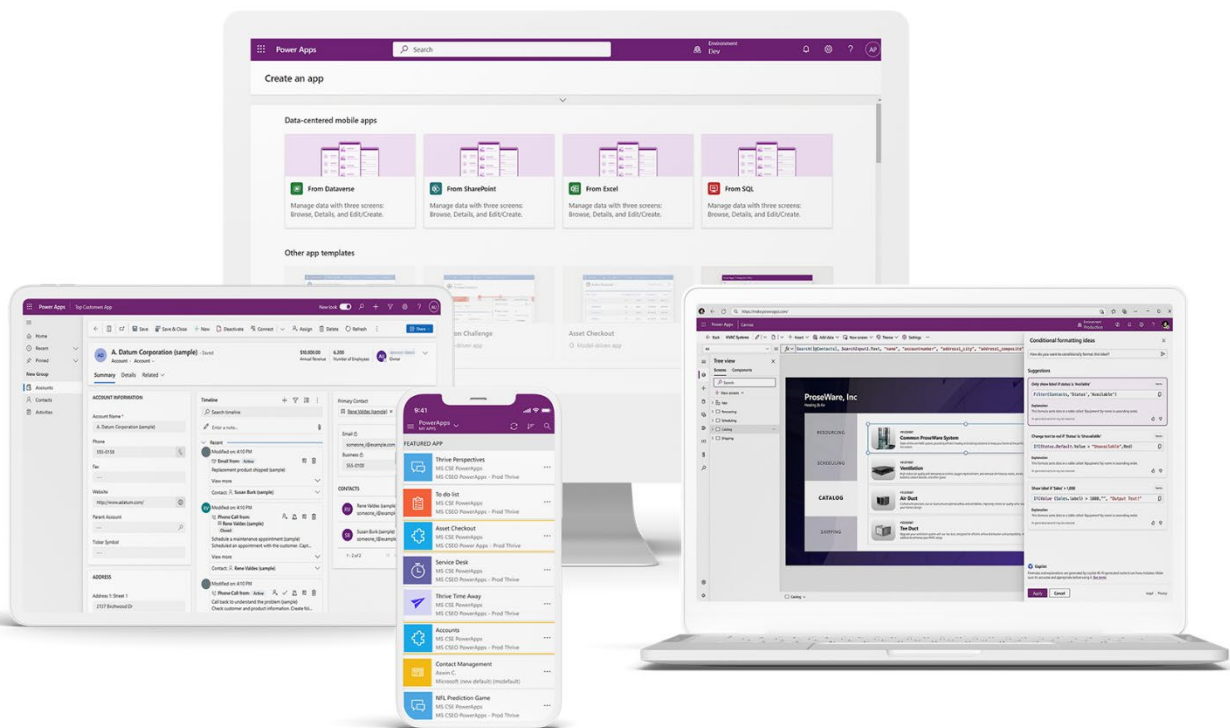
Imagine streamlining workflows, automating tasks, and empowering your business with custom applications – all without the need for extensive coding expertise. That's the power you'll unlock with Microsoft Power Apps training. This course equips you with the skills to transform your ideas into tangible solutions, boosting your productivity and revolutionising the way your business operates.

Through Power Apps training, you'll gain the knowledge to craft user-friendly applications that perfectly align with your specific needs. Whether it's automating data entry, streamlining approvals, or building mobile apps to access critical information on the go, Power Apps empowers you to solve real-world business problems. The training dives deep into building logic, integrating with various data sources, and designing intuitive interfaces – all within a user-friendly, low-code environment.

By investing in Power Apps training, you're not just acquiring a new skill; you're unlocking the potential to become a citizen developer. You'll gain the ability to bridge the gap between business needs and technical solutions, fostering innovation and driving real change within your organisation.
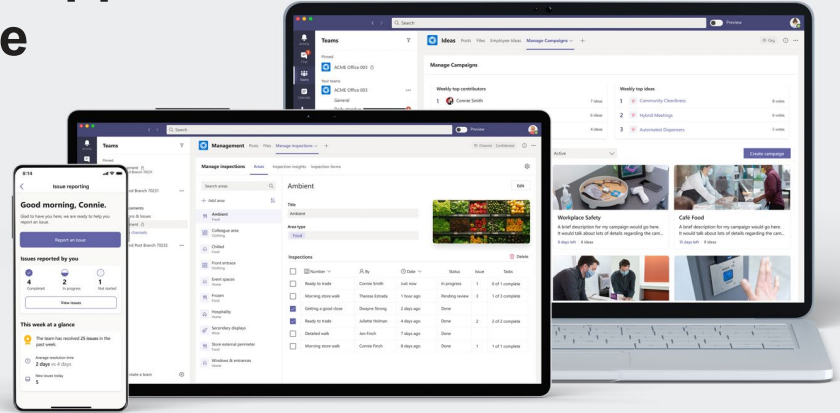
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Build the apps that build your business

Introduction to Power Apps
1-Day Training Course

Microsoft GoldPartner
DATA ANALYTICS

Be empowered to easily develop mobile and web apps for any business need — even if you have no technical or development experience — with Power Apps.

What to Expect?

In this popular 2 day Introduction to Power Apps workshop, our structured course helps those with little to intermediate experience understand the fundamental concepts required for building Power Apps applications Canvas applications connected to standard data sources like Excel or SharePoint lists. Learn the fundamental skills required to build canvas apps from scratch using best practices.

This training make it easy for anyone to build and securely share Power Apps for your teams and customers.

What to Bring?

• Laptop / PC (for online courses only)
• Good Internet connection
• A second screen (for online courses only)
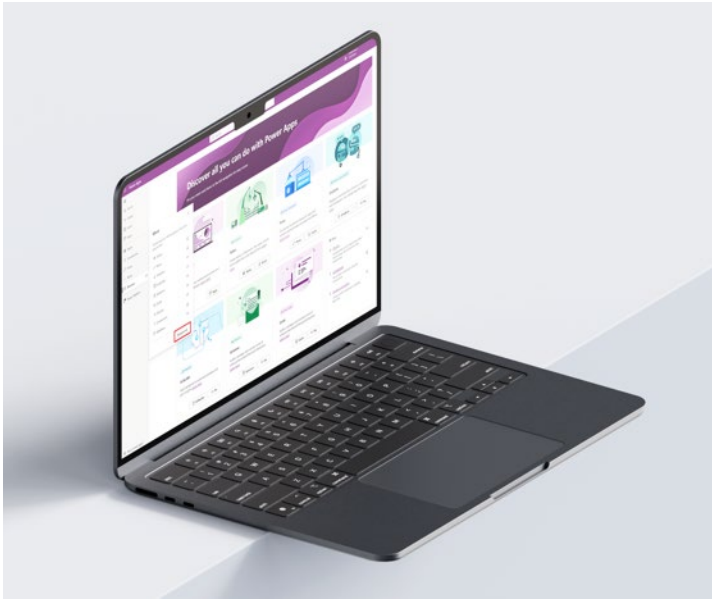• A headset or built-in speakers and microphone

Duration:
Two days (14 hours)
9:30 am - 4:30 pm
(each day)

Prices:
Private Live Online Class
£1,195 + VAT
per delegate

Discounts offered when
more than one books
Click Here to Book Online

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Objectives

Learn how to:

- Use best practice to setup your Power Apps environment and build Power Apps solutions that add value to business processes.
- Explore how Power Apps can make your business more efficient.
- Learn about the different ways to build and share apps in Power Apps.
- Learn basic app customization and how to create an app from on-premises data
- Understand and use Power Apps formulas

Who is it For?

No previous Power Apps Training Required!

This training is designed for beginners and for those who already know how to build canvas applications but would want to make their knowledge more structured and further improve their skills.

We'll teach you how, using best practices, you can build skills required to successfully create Canvas applications connected to standard data sources like Excel or SharePoint lists.

If you need to extend your knowledge and build apps connected to the Dataverse or relational data sources this is NOT the right course for you. Please contact our team to provide you with the correct course.

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Course Content

Day 1
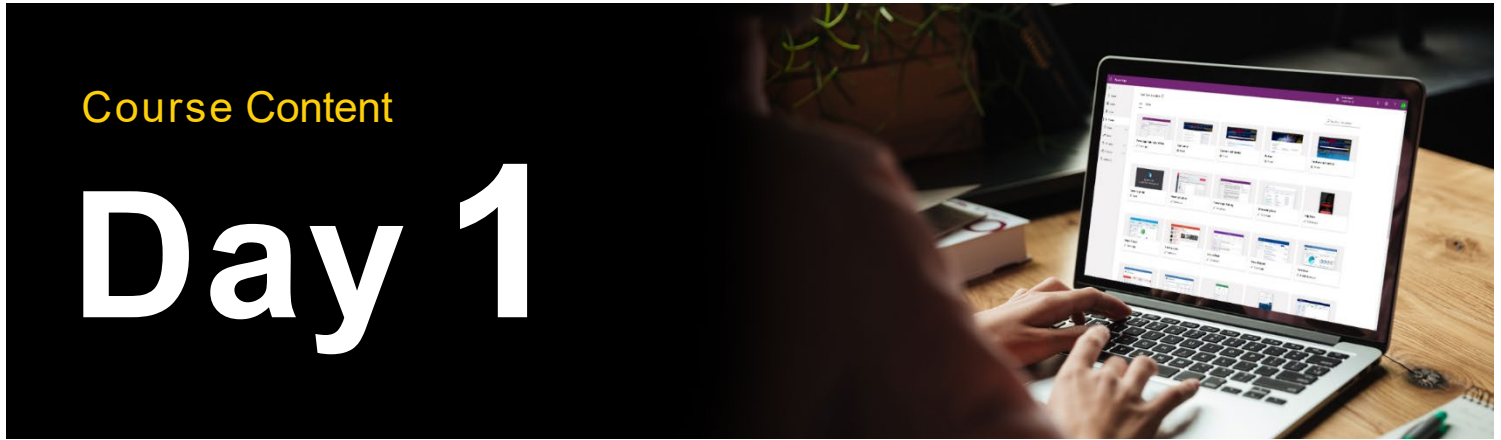
Overview of Power Apps

- The Value Offering
- Licensing and Pricing
- Overview of Power Apps Components and Workflow

Introduction to Canvas Apps

- Ways to build canvas apps
- Power Apps Studio overview
- Adding basic controls and configuring properties
- Grouping controls
- Using User() function

Introduction to Canvas Apps

- Creating connection to data
- Identifying premium and standard connectors
- Using galleries to show data from data source
- Using display and edit forms
- Using Navigate function to switch between screens
- Different form modes – New/Edit/Display
- Submit and Reset forms
- Handling errors
- Using Monitor to view network and local events

Be empowered to create your own Canvas Apps within your organisation

Enhancing Canvas Applications

- Adding SharePoint list connection
- Modify galleries by adding additional controls
- Adding filters, search box and sort capabilities
- Customizing form controls
- Using Dropboxes
- Using a Datetime picker
- Understanding delegation

Working with Variables and Collections

- Understanding OnStart and Onvisible events
- Global and context variables
- Creating collections using Collect and ClearCollect functions
- Using Patch, Remove, UpdateIf, RemoveIf

App Functionality

- Adding "All items" and "My Items" screens
- Using collections to minimise network transfers
- Adding a "Profit Simulation" screen
- Logical and comparison operators to use in Filters
- Improving items display using Vertical Gallery
- Inserting item into a collection

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Course Content

Day 2

Containers and Reusable Components

- Creating in-app components
- Using component libraries to reuse components across applications
- Component input and output parameters
- Creating and editing containers
- Use containers to show pop-up windows

Adding Power Automate Flows

- Create Power Automate instant flow triggered by button in Power Apps
- Invoke flow from Power Apps and receive flow output values
- Overview of Issues and limitations
- Adding button to send email notifications using Power Automate

Power Apps App sharing & Lifecycle management

- Sharing and versioning Power Apps Canvas apps
- Using Monitor to connect to another user session and troubleshoot
- Creating automated tests for Canvas apps
- Share apps using Teams
- Security group considerations
- Share an app with Microsoft 365 groups
- Share a canvas app with guest users
- Understanding app permissions

Power Apps and Teams

- Exploring Power Apps for Teams application
- Introduction to Dataverse for Teams:
  - Tables and Columns, Data types
  - Security model
  - Creating Canvas App connected to Dataverse for Teams
  - Working with Dataverse data
 - Importing data from Excel to Dataverse for Teams using Dataflows

For Power Apps Training, Contact Data Bear Today

Unleash the transformative power of Power Apps within your organisation! Data Bear offers comprehensive training programs designed to equip individuals at all skill levels to become confident Power Apps developers. Whether you're a business user seeking to simplify workflows or an IT professional aiming to create complex solutions, Data Bear tailors the learning experience to your specific needs. Contact us today and discover how Power Apps training from Data Bear can revolutionise the way you operate.
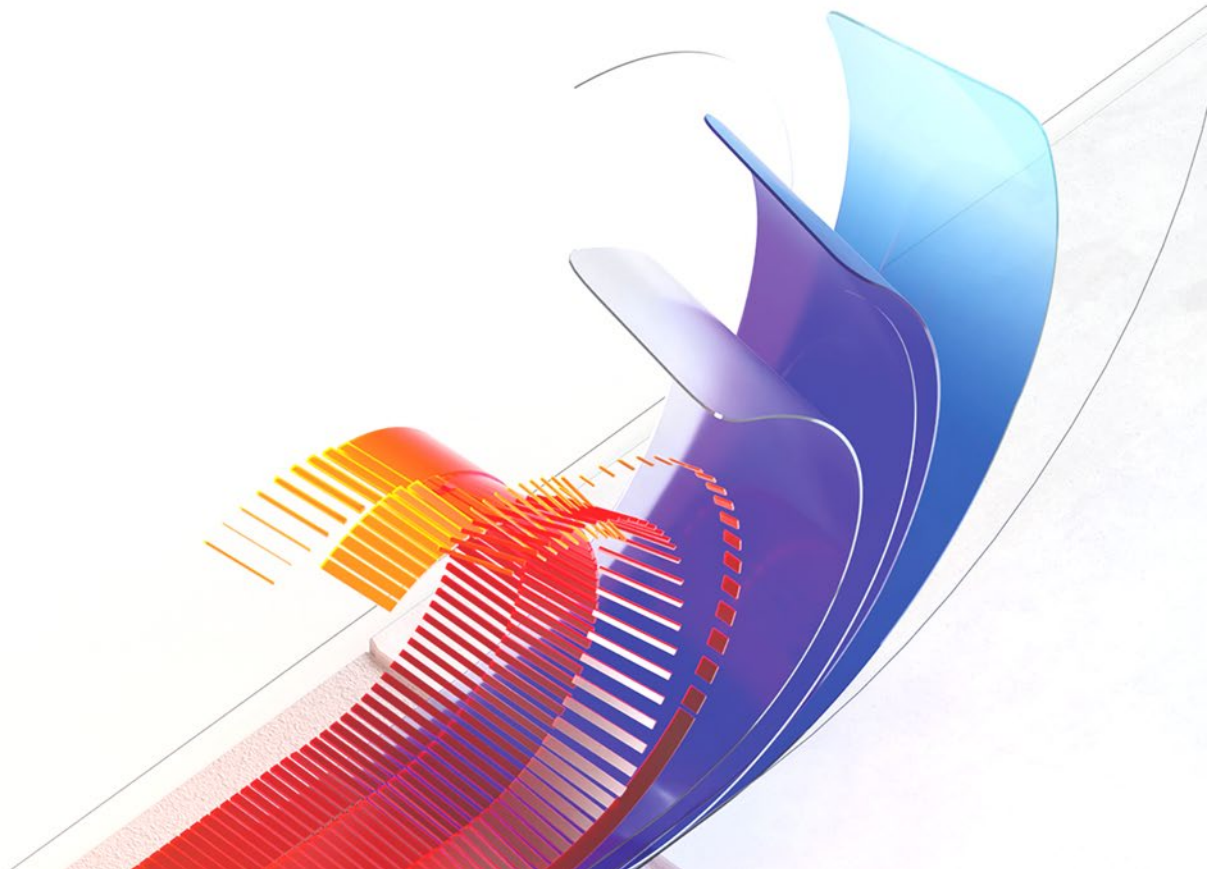
Enquire Now
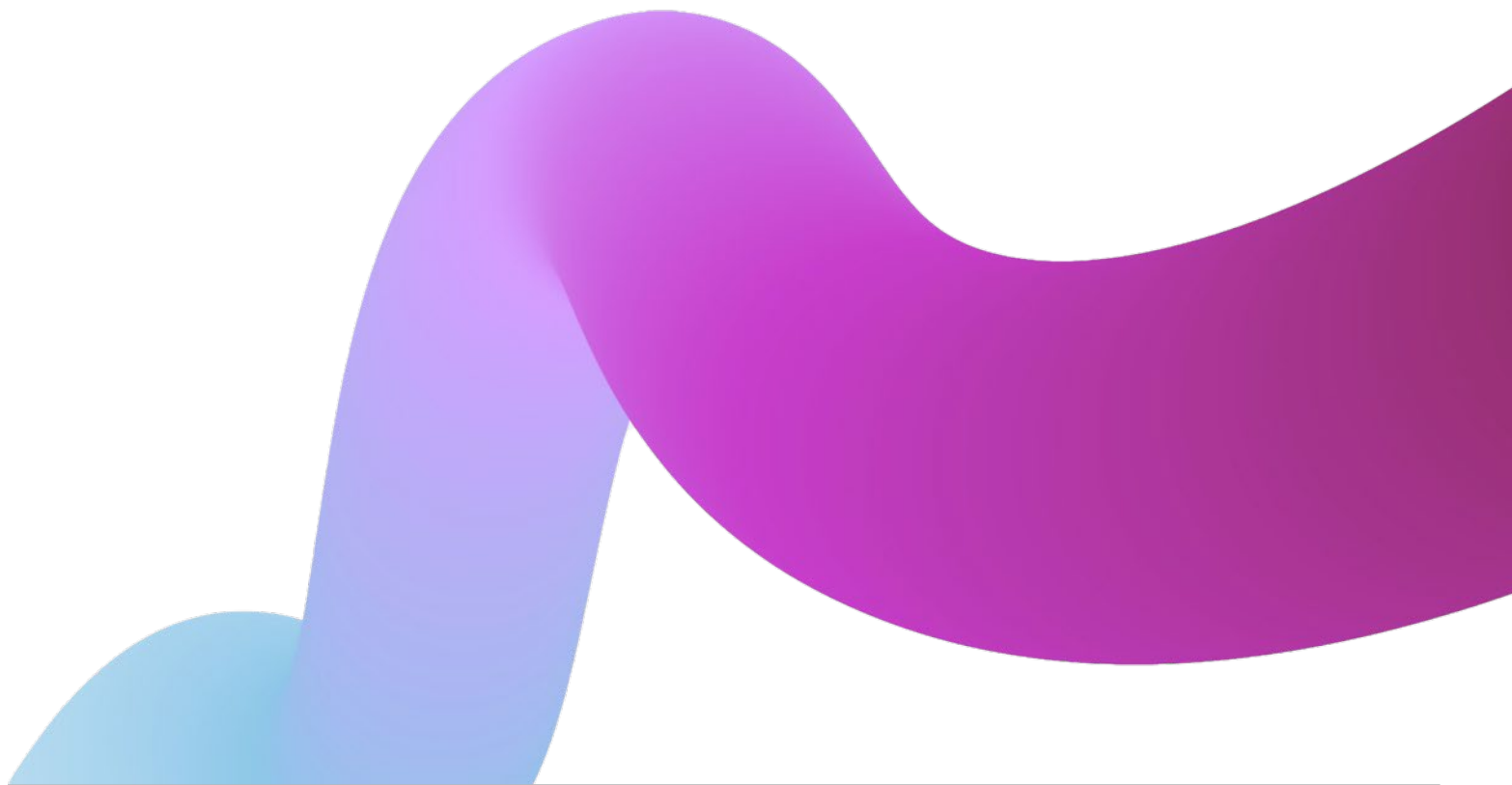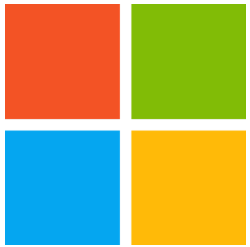
Microsoft Official

TRAINING

Contents

Why Choose Data Bear as a Microsoft Training Provider?

Data Bear is a Microsoft Gold Partner with experienced Microsoft Certified Trainers (MCTs) delivering best practices courses. Unlock your potential with Microsoft Official Training and gain a competitive edge in today's technology-driven landscape. Our training programs offer hands-on experience with the latest Microsoft tools, tailored to enhance your skills and boost your productivity. Benefit from expert-led sessions, flexible learning formats, and access to valuable resources that prepare you for certification and career advancement. Join a community of learners and industry professionals and stay ahead in your field by mastering essential Microsoft technologies. Empower your career with the knowledge and skills that employers value!
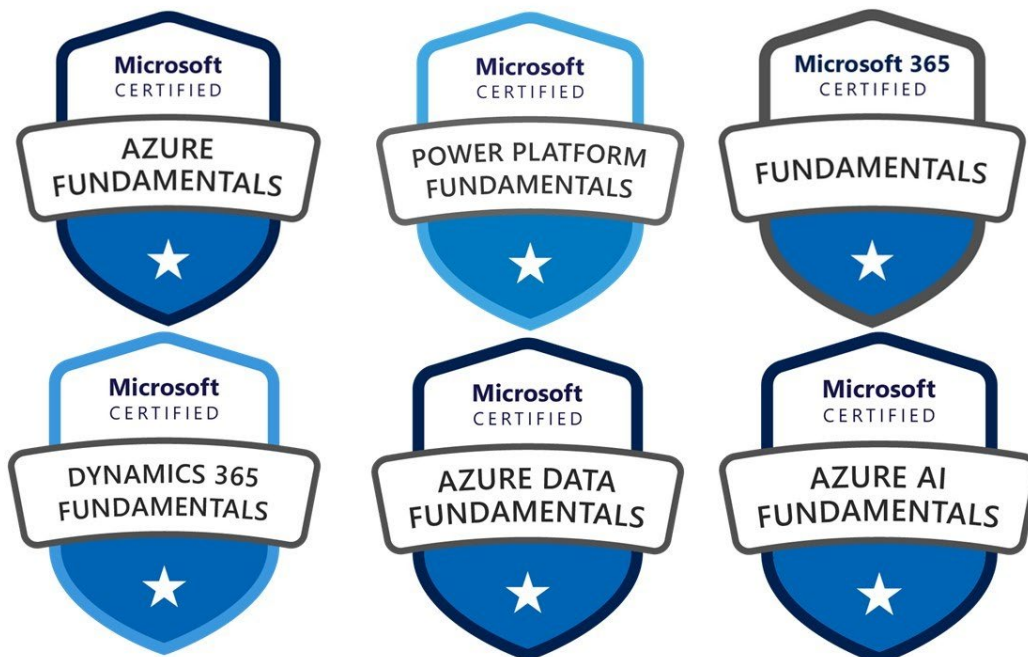
DP-600 Microsoft Fabric Analytics Engineer

4 Day Microsoft Fabric

Training Workshop

What to Expect?

Learn how to use Microsoft Fabric to build scalable analytics solutions, offering hands-on experience with its components and architecture. It is especially beneficial for those with experience using tools like Power BI and who want to elevate their expertise in handling larger, more complex data sets within an enterprise environment.

The DP-600 course covers methods for implementing and managing enterprise-level data analytics using Microsoft Fabric tools like lakehouses, data warehouses, notebooks, dataflows, pipelines, and semantic models. Learners will build upon their existing analytics skills, focusing on deploying analytics assets using Microsoft Fabric components.

Details & Bookings

Duration:
4 days (21 hours) 9:30 AM – 4:30 PM

Price:
Public Live Online Class
£1,895 + VAT
per delegate

Private Live Online Class
£1,895 + VAT
per delegate

Private Onsite Class
£2,395 + VAT
per delegate

Contact Us:
+44 20 8720 6880
info@databear.com

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Objectives
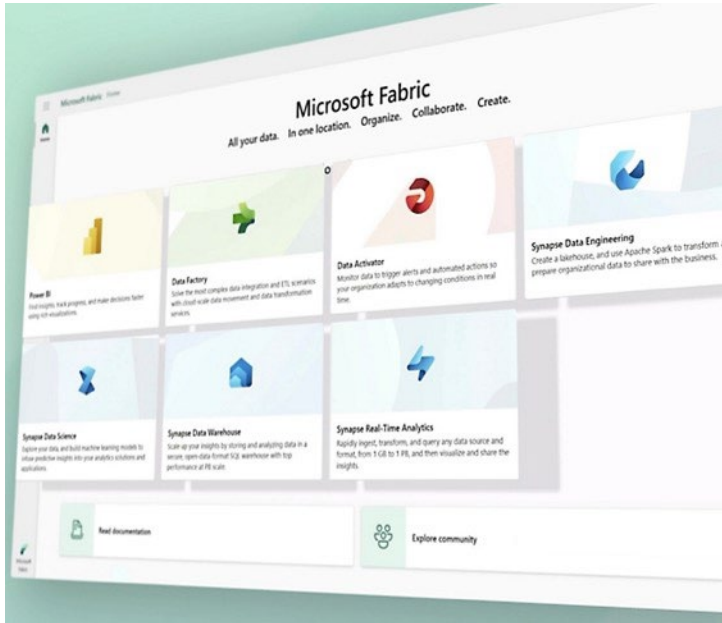
Learn how to:

- Design and implement data analytics solutions

- Prepare, transform, and serve data for analysis

- Build and manage semantic models for efficient data exploration

- Explore and analyse data to uncover actionable insights

Who is it For?

Prerequisites:

The course is ideal for professionals who already have experience with Power BI for data transformation, modeling, and visualisation, especially those who have the PL-300 certification or equivalent expertise.

Additionally, prior experience in building and deploying enterprise-level data solutions is highly recommended.

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Course Content

4 Days

Get started with Microsoft Fabric

- Introduction to end-to-end analytics using Microsoft Fabric
- Get started with Real-Time Intelligence in Microsoft Fabric
- Get started with data science in Microsoft Fabric
- Get started with Data Activator in Microsoft Fabric
- Administer Microsoft Fabric

Implement a Lakehouse with Microsoft Fabric

- Get started with lakehouses in Microsoft Fabric
- Use Apache Spark in Microsoft Fabric
- Work with Delta Lake tables in Microsoft Fabric
- Organize a Fabric lakehouse using medallion architecture design

Work with semantic models in Microsoft Fabric

- Understand scalability in Power BI
- Create Power BI model relationships
- Use tools to optimize Power BI performance
- Enforce Power BI model security

Implement a data warehouse with Microsoft Fabric

- Get started with data warehouses in Microsoft Fabric
- Load data into a Microsoft Fabric data warehouse
- Query a data warehouse in Microsoft Fabric
- Monitor a Microsoft Fabric data warehouse
- Secure a Microsoft Fabric data warehouse

Ingest data with Microsoft Fabric

- Ingest Data with Dataflows Gen2 in Microsoft Fabric
- Use Data Factory pipelines in Microsoft Fabric
- Ingest data with Spark and Microsoft Fabric notebooks

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DP-900 - Microsoft Azure Data Fundamentals

1 Day Microsoft Azure Data

Training Workshop

What to Expect?

This course is designed for beginners, offering an essential introduction to core data concepts, including both relational and non-relational data, as well as an overview of Azure data services.

Throughout the course, students will develop a solid understanding of core data principles, such as relational databases, non-relational storage, big data, and analytics. Participants will also build foundational knowledge on how Microsoft Azure supports cloud-based data services. The course includes in-depth exploration of relational database services in Azure, as well as non-relational storage solutions like Azure Cosmos DB. Additionally, learners will gain insight into data warehousing, real-time analytics, and data visualisation techniques within Azure.

Details & Bookings

Duration:
1 day (7 hours) 9:30 AM – 4:30 PM

Price:
Public Live Online Class
£750 +VAT
per delegate

Private Live Online Class
£800 +VAT
per delegate

Private Onsite Class
£900 +VAT
per delegate

Contact Us:
+44 20 8720 6880
info@databear.com

Objectives

Learn how to:

- Explain fundamental data concepts

- Understand key factors for working with relational data in Azure

- Discuss best practices for handling non-relational data in Azure

- Describe the components of an analytics workload on Azure

Who is it For?

Prerequisites:

This course is aimed at individuals who want to learn the basics of cloud database concepts, acquire fundamental skills in **Azure data services**, and establish a strong foundation in managing data in the cloud.

This course is perfect for those who are new to data management and looking to understand how to leverage cloud technologies to handle various types of data.

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Course Content

1 Day

Explore core data concepts

- **Explore core data concepts**
    - Identify data formats
    - Explore file storage
    - Explore databases
    - Explore transactional data processing
    - Explore analytical data processing

- **Explore data roles and services**
    - Explore job roles in the world of data
    - Identify data services

Explore relational data in Azure

- **Explore fundamental relational data concepts**
    - Introduction to relational data
    - Understand normalisation
    - Explore SQL
    - Describe database objects

- **Explore relational database services in Azure**
    - Describe Azure SQL services and capabilities
    - Understand Azure services for open-source databases
    - Explore Azure relational database services

Course Content

1 Day

Explore non-relational data in Azure

- **Explore Azure Storage for non-relational data**
    - Explore Azure blob storage
    - Explore Azure Data Lake Storage Gen2
    - Explore Microsoft OneLake in Fabric
    - Explore Azure Files
    - Explore Azure Tables

- **Explore fundamentals of Azure Cosmos DB**
    - Describe Azure Cosmos DB
    - Identify Azure Cosmos DB APIs
    - Explore Azure Cosmos DB

Explore data analytics in Azure

- **Explore fundamentals of large-scale analytics**
    - Describe data warehousing architecture
    - Explore data ingestion pipelines
    - Explore analytical data stores
    - Explore data analytics in Microsoft Fabric

- **Explore fundamentals of real-time analytics**
    - Understand batch and stream processing
    - Explore common elements of stream processing architecture
    - Explore Microsoft Fabric Real-Time Intelligence
    - Explore Apache Spark structured streaming

- **Explore fundamentals of data visualization**
    - Describe Power BI tools and workflow
    - Describe core concepts of data modelling
    - Describe considerations for data visualization
    - Explore fundamentals of data visualization with Power BI

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MS-4004 Microsoft Copilot 365

1 Day Training Workshop

What to Expect?

This one-day course is composed of two parts - Getting started with Microsoft 365 Copilot and Empower your workforce with Microsoft 365 Copilot Use Cases.

Getting started with Microsoft 365 Copilot

The first part of the course, introduces you to Copilot for Microsoft 365, examines how you can use Copilot throughout the various Microsoft 365 apps, explores best practices for using Copilot and building effective prompts, and examines how you can extend Copilot.

Empower your workforce with Microsoft 365 Copilot Use Cases

The second part of this training content is really the heart of this course. Students perform a series of hands-on exercises involving seven Use Cases - Executives, Sales, Marketing, Finance, IT, HR, and Operations. These exercises focus on using Copilot in various Microsoft 365 apps (such as Word, PowerPoint, Outlook, and so on) to complete a series of common business-related tasks pertaining to each Use Case.

Duration:
1 day (7 hours) 9:30 AM – 4:30 PM

Price:
Public Live Online Class
£750 + VAT
per delegate

Private Live Online Class
£800 + VAT
per delegate

Private Onsite Class
£900 + VAT
per delegate

Contact Us:
+44 20 8720 6880
info@databear.com

Details & Bookings

Objectives

Learn how to:

- This course is intended for all types of learners looking to boost productivity with Microsoft Copilot.

- Whether you're managing data, creating content, or collaborating with colleagues, this course provides the knowledge and skills to make the most of Copilot and other AI-powered tools in Microsoft 365

Who is it For?

Prerequisites:

No Previous training required!

A Microsoft Copilot 365 License is required

For the course to be beneficial learners should be comfortable using a web browser, navigating websites, and handling files. Some experience with Microsoft 365 (Word, Excel, Outlook, PowerPoint) is beneficial.

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Course Content

Modules

Module 1: Get Started with Microsoft 365 Copilot

- **Get started with Microsoft 365 Copilot**

  - **Introduction to Microsoft 365 Copilot**
    - Describe the purpose and functionalities of Microsoft 365 Copilot.
    - Outline the working principles behind Microsoft 365 Copilot.
    - Identify the core components integral to Microsoft 365 Copilot.
    - Articulate Microsoft's dedication to responsible AI practices.

  - **Explore the possibilities with Microsoft 365 Copilot**
    - Identify and apply the key features of Microsoft 365 Copilot in each Microsoft 365 App to enhance your productivity and workflow.
    - Understand how Microsoft 365 Copilot integrates with Teams to provide a centralized hub for all your work-related information.
    - Utilize the AI capabilities of Microsoft 365 Copilot to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient.

  - **Optimize and extend Microsoft 365 Copilot**
    - Describe the best practices for using Microsoft 365 Copilot.
    - Understand how to effectively prompt Microsoft 365 Copilot.
    - Understand Microsoft 365 Copilot extensibility options.

Module 2: Empower your workforce with Microsoft 365 Copilot Use Cases

- **Empower your workforce with Microsoft 365 Copilot: Executives Use Case**
  - Use Microsoft 365 Copilot Chat in Teams to synthesize your emails and chats from the past week involving a specific topic.
  - Use Microsoft 365 Copilot in Teams to generate a list of key points made by participants involved in chats and emails involving a specific topic over the past 30 days.
  - Use Microsoft 365 Copilot in Word to create a speech you plan to deliver to company shareholders based on your company's annual income statement.
  - Use Microsoft 365 Copilot in PowerPoint to create a PowerPoint presentation for your speech to company shareholders regarding your annual income statement.

- **Empower your workforce with Microsoft 365 Copilot: Sales use case**
  - Use Microsoft 365 Copilot in Loop to create and update a market research report for a potential new sales market.
  - Use Microsoft 365 Copilot in PowerPoint to create and customize a sales presentation based on a market trend report for a new beverage product.
  - Use Microsoft 365 Copilot Chat in Teams to summarize your emails, meetings, and chats for a specific project over the past 30 days, and then generate a list of actions items, and action items involving a specific - person or topic.
  - Use Microsoft 365 Copilot in Word to compare three supplier agreements, identify the differences, and provide recommended actions.

Module 2: Continued

- **Empower your workforce with Microsoft 365 Copilot: IT Use Case**
  - Use Business Chat to summarize the information in a product spec document for a network security product and create a project plan to implement the product.
  - Use Microsoft 365 Copilot in PowerPoint to create and customize a business presentation based on the product plan that you created for the new network security product.
  - Use Microsoft 365 Copilot in Word to modify a technical implementation report for a customer who is planning to install your new network security product.
  - Use Microsoft 365 Copilot in Outlook to draft an email that provides highlights from the technical implementation report that you created for the customer who is installing your new network security product.

- **Empower your workforce with Microsoft 365 Copilot: Marketing Use Case**
  - Use Microsoft 365 Copilot Chat to analyse market trends in the U.S. toy market, provide sales forecasts, and identify new sales opportunities.
  - Use Microsoft 365 Copilot in Loop to generate marketing campaign ideas for your new product line of outdoor toys.
  - Use Microsoft 365 Copilot in Word to consolidate three product marketing reports into a single Market Analysis report and then make further customizations.
  - Use Microsoft 365 Copilot in Excel to analyse the market trends that are captured in a spreadsheet for a new beverage product.

- **Empower your workforce with Microsoft 365 Copilot: HR Use Case**
  - Use Microsoft 365 Copilot in Word to create a job description based on an HR job responsibility document.
  - Use Microsoft 365 Copilot in Word to analyse multiple resumes for a job role, create a report comparing the strengths and weaknesses of each candidate, and make a final recommendation.
  - Use Microsoft 365 Copilot in Loop to create a set of interview questions for a new job role.
  - Use Microsoft 365 Copilot in Outlook to compose an email offer letter to a candidate for a new job role.

- **Empower your workforce with Microsoft 365 Copilot: Finance Use Case**
  - Use Microsoft 365 Copilot in Outlook to draft an email to your insurance company that requests a meeting to discuss the increases in your company's medical insurance premiums.
  - Use Microsoft 365 Copilot in Excel to analyse a spreadsheet containing projected revenue and user engagements for your company's Q1 marketing campaigns, then add new calculations and charts to visualize the data.
  - Use Microsoft 365 Copilot in Word to create a marketing campaign report based on the financial results from your company's Q1 marketing campaigns.
  - Use Microsoft 365 Copilot in Word to summarize your company's financial statement results for the past five years, including trends, growth patterns, profitability analysis, and areas of concern.

- **Empower your workforce with Microsoft 365 Copilot: Operations use case**
  - Use Microsoft 365 Copilot in Whiteboard to brainstorm project plan ideas for installing a new network security product and then categorize the ideas.
  - Use Microsoft 365 Copilot in Outlook to locate an actual email thread, summarize the thread, and then generate a reply.
  - Use Microsoft 365 Copilot in Word to locate information on troubleshooting current production equipment and identify how to reset the processor.
  - Use Microsoft 365 Copilot in Loop to create a set of questions for a customer discovery session with the consulting firm who will be installing a VPN in your corporate network.

- **Empower your workforce with Microsoft 365 Copilot: Challenge Use Case**
  - Use Microsoft 365 Copilot in Loop, Word, and Microsoft 365 Copilot Chat to create HR interview questions for a new role, and then compare the results generated by each Copilot.
  - Use Microsoft 365 Copilot in Word and Excel to enhance a company's social media marketing presence.
  - Use Microsoft 365 Copilot in Whiteboard and Word to create project planning documentation and visualize project timelines, milestones, and dependencies.
  - Use Microsoft 365 Copilot in Word to create a marketing report and brainstorm marketing campaign ideas, and Copilot in PowerPoint to create a marketing presentation.

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MS-4005 Microsoft Copilot 365

1 Day Training Workshop

What to Expect?

Discover ways to craft effective and contextual prompts for Microsoft 365 Copilot that create, simplify, transform, and compile content across Microsoft 365 applications.

Learn the importance of providing a clear goal, context, source, and expectation in your prompt for the best results. This course covers real world scenarios and examples using Copilot in Microsoft 365 apps like Word, Excel, PowerPoint, Teams, Outlook, OneNote, and Chat.

Details & Bookings

Duration:
1 day (7 hours) 9:30 AM – 4:30 PM

Price:
Public Live Online Class
£750 + VAT
per delegate

Private Live Online Class
£800 + VAT
per delegate

Private Onsite Class
£900 + VAT
per delegate

Contact Us:
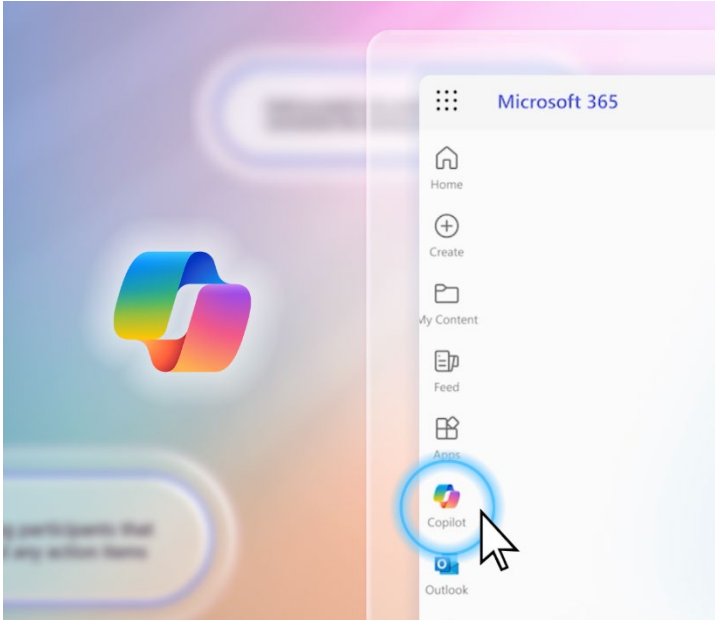+44 20 8720 6880
info@databear.com

Objectives

Learn how to:

- This course is intended for all types of learners looking to boost productivity with Microsoft Copilot.

- Whether you're managing data, creating content, or collaborating with colleagues, this course provides the knowledge and skills to make the most of Copilot and other AI-powered tools in Microsoft 365

Who is it For?

Prerequisites:

No Previous training required!

No License is required

For the course to be beneficial learners should be comfortable using a web browser, navigating websites, and handling files. Some experience with Microsoft 365 (Word, Excel, Outlook, PowerPoint) is beneficial.

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Course Content

Modules

Module 1: Get Started with Microsoft 365 Copilot

- **Get started with Microsoft 365 Copilot**

  - **Introduction to Microsoft 365 Copilot**
    - Describe the purpose and functionalities of Microsoft 365 Copilot.
    - Outline the working principles behind Microsoft 365 Copilot.
    - Identify the core components integral to Microsoft 365 Copilot.
    - Articulate Microsoft's dedication to responsible AI practices.

  - **Explore the possibilities with Microsoft 365 Copilot**
    - Identify and apply the key features of Microsoft 365 Copilot in each Microsoft 365 App to enhance your productivity and workflow.
    - Understand how Microsoft 365 Copilot integrates with Teams to provide a centralized hub for all your work-related information.
    - Utilize the AI capabilities of Microsoft 365 Copilot to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient.

  - **Optimize and extend Microsoft 365 Copilot**
    - Describe the best practices for using Microsoft 365 Copilot.
    - Understand how to effectively prompt Microsoft 365 Copilot.
    - Understand Microsoft 365 Copilot extensibility options.

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*Be Data Savvy*

Course Content

Modules

Module 2: Craft effective prompts for Microsoft 365 Copilot

- **Summarize and simplify information with Microsoft 365 Copilot**
  - Identify the key elements of an effective prompt and apply them to your own prompts.
  - Prompt Copilot to summarize or extract key information in Word documents, Excel tables, and PowerPoint presentations.
  - Summarize chats and meetings to look for key action items with Copilot in Teams.
  - Task Copilot in Outlook with summarizing emails to look for action items or mentions.
  - Compile information from multiple documents and generate a combined summary with Microsoft 365 Copilot.

- **Create and draft with Microsoft 365 Copilot**
  - Identify the key elements of an effective prompt and apply them to your own prompts.
  - Use Copilot to create new agendas, to-do lists, project plans, and more from Word, Excel, and OneNote.
  - Ask Copilot in Outlook to draft new emails, compose replies, and plan meetings.
  - Prompt Microsoft 365 Copilot to generate new ideas, new content, and FAQs from existing files.

- **Edit and transform content with Microsoft 365 Copilot**
  - Identify the key elements of an effective prompt and apply them to your own prompts.
  - Organize outlines and content in Word documents with Copilot.
  - Convert text to tables and write more confidently with Copilot in Word.
  - Add images, slides, and organize your presentation with Copilot in PowerPoint.
  - Format, sort, filter, and highlight data with Copilot in Excel.
  - Rewrite messages with Coaching by Copilot in New Outlook.

- **Ask questions and analyse content with Microsoft 365 Copilot**
  - Identify the key elements of an effective prompt and apply them to your own prompts.
  - Ask Copilot how to accomplish a task in Microsoft 365 apps.
  - Use Copilot to answer questions and provide insights about documents, presentations, tables, and notes.
  - Chat with Microsoft 365 Copilot about projects, documents, and data throughout your organization.


Remote Live Online Training
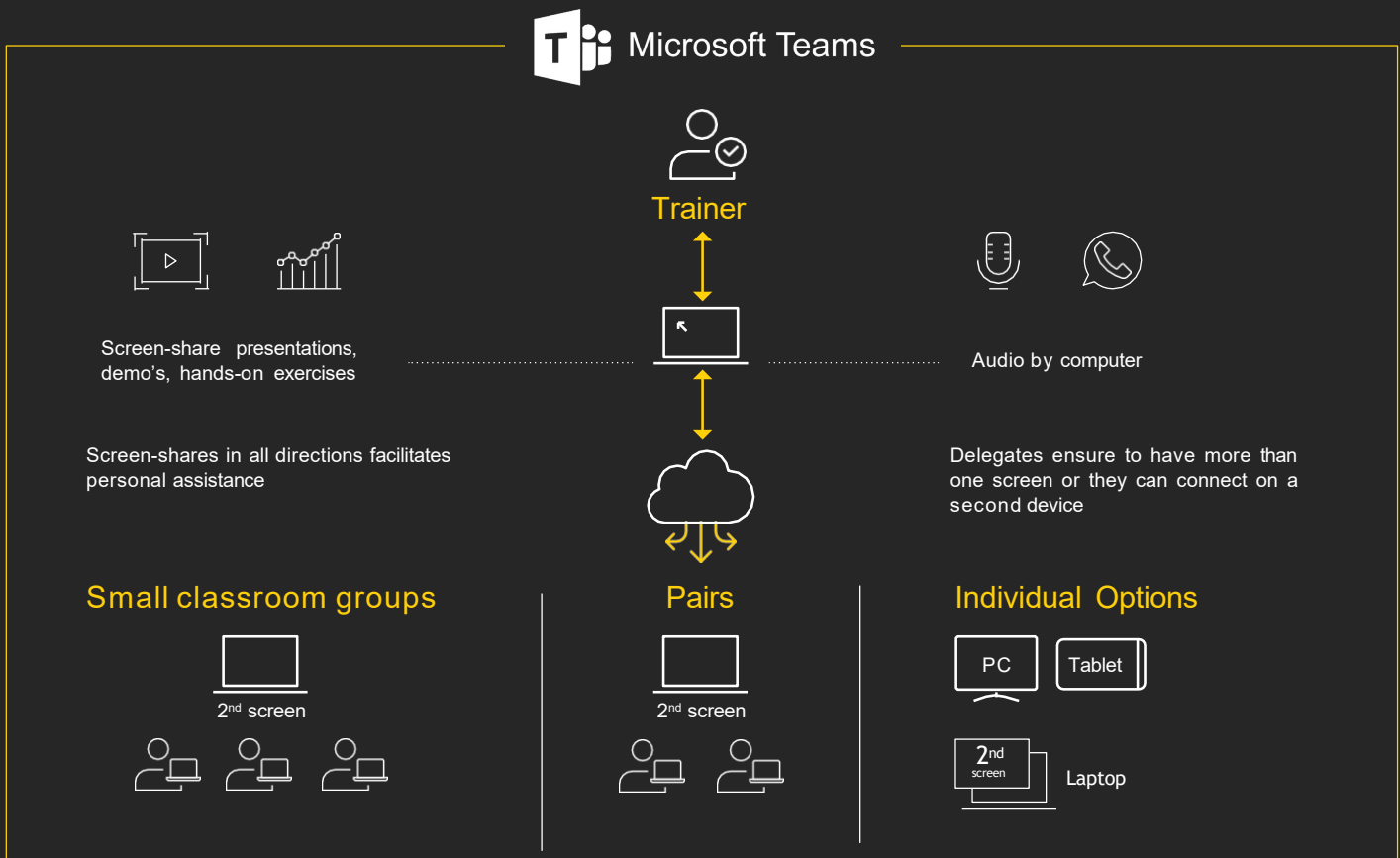
- Using Microsoft Teams, a video conference with screen and audio sharing will be made available for all delegates

- You can connect using Microsoft Teams, or if you don't have access to Teams, you can connect through any internet browser

- The trainer's screen and audio will be shared with all delegates

- If needing assistance, you can share your screen with the trainer

- At any time during the training you can unmute your microphone to ask questions, or for further clarification

- Allowing for simultaneous display of both the trainers screen and your own, it is highly recommended that you have either a second screen or an additional device, e.g. 10"+ Tablet.

- All required training files and the training manual will available for download through Teams
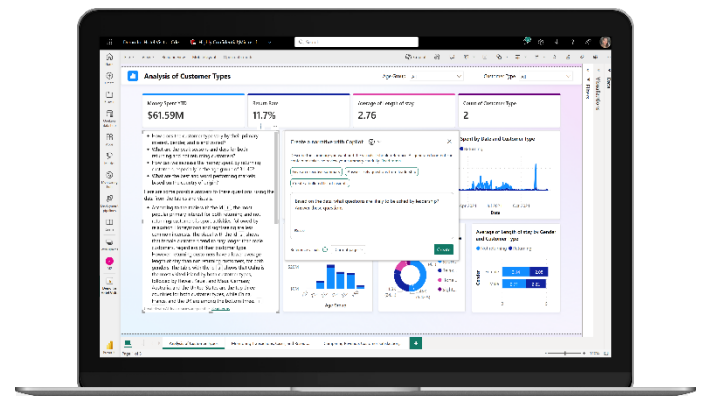
Join Using Two Screens

To ensure efficiency, the use of **two screens** is required. One of your two screens displays the trainer's presentation. Having two screens empowers you with a clear view of what the Trainer is explaining and your own working examples as you follow along.
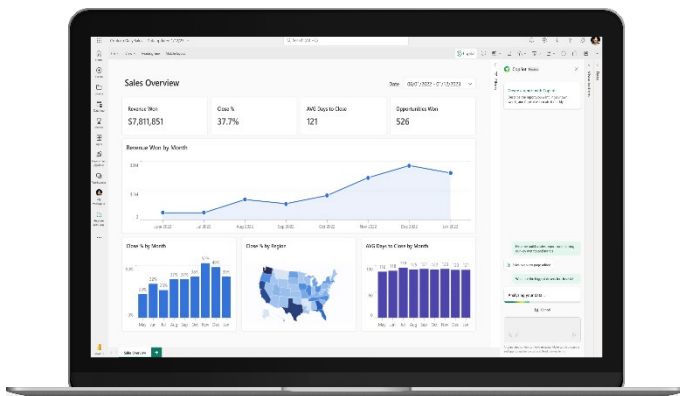
Trainer's Screen

One screen shows a clear and constant view of the Trainer's screen


Screen showing your work

Use your second screen to display your work as you follow along through the exercises.

or Join on a 2nd device

If you don't have 2 screens, to constantly display the trainers screen, you can join the Teams meeting on a second device, for example a tablet. You can then use your laptop or PC to do the worked examples as you follow along from the second device.

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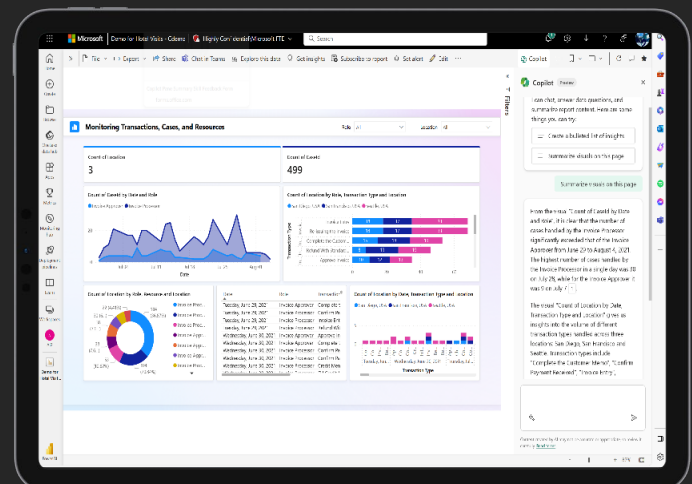
Why Choose Data Bear?

- ☑ Microsoft Gold Partner
- ☑ Training Focuses on Best Practices
- ☑ Step-by-step digital manual provided

- ☑ Additional Power BI Helper Files Provided
- ☑ Over 50 5 Star Google Reviews
- ☑ After Training Support Available

Vertical Focus

We're a Power BI centric company, and a Microsoft Gold partner, with a vertical focus on empowering organisations with Power BI training and solutions that produce results. Our passion is to help organisations become more 'Data Savvy'.

Deep Domain Experience

Having helped numerous organisations overcome the obstacles to enhanced data efficiency and empowering them with the skills to adopt a 'data culture', the Data Bear team has many years of 'real life' experience in the 'BI – trenches'. We don't just show you what all the various buttons and knobs do. You can learn that from documentation. Drawing on a wealth of experience, based on developing and deploying numerous best practice BI solutions globally, we'll teach you how to build a robust Power BI solution from the ground up, ensuring that, going forward, your team has the best practice foundation to continue the process of getting the right data into the right hands.

Long-Term Partnership

The process of using Power BI to ensure organisational value is an ongoing learning journey. To ensure your team can overcome any obstacles or issues experienced, we provide a variety of support packages. A Power BI support package is a smart investment for any company that wants to make the most of their data and achieve their business objectives with Power BI.

Quality

Quality Assurance — as a Gold Microsoft Power BI partner, we have insight to all new Power BI update roll outs and we ensure that all our training content and best practices taught are up to date with latest Microsoft releases and new technology offerings.

Training Locations

United Kingdom   We offer regular Training courses in London and throughout the UK.

Remote Online   Through live remote online training, we empower organizations globally, regardless of their geographical location.

DATA BEAR
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