

Westcoast Cloud

Introducing Filtered



WESTCOAST CLOUD



ABOUT THE VENDOR



filtered



One size doesn't fit all



Access to metrics



Customise and personalise



Variety of Microsoft Apps
courses



BASIC PACKAGE

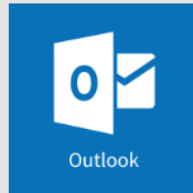
Customer will gain full access to the 8 courses below

YOUR COURSES



Microsoft Excel

ACCESS COURSE



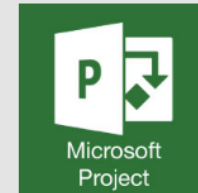
Microsoft Outlook

ACCESS COURSE



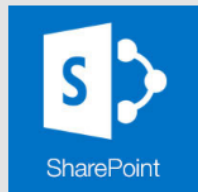
Microsoft PowerPoint

ACCESS COURSE



Microsoft Project

ACCESS COURSE



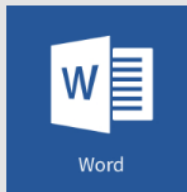
Microsoft SharePoint

ACCESS COURSE



Microsoft Windows 10

ACCESS COURSE



Microsoft Word

ACCESS COURSE



Office 365


ACCESS COURSE



PREMIUM PACKAGE

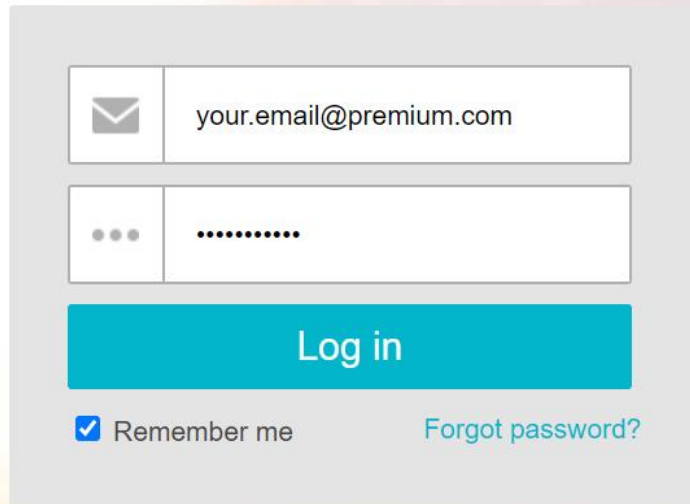
Customer will gain access to Basic Package and 10 additional courses

 Power BI	Microsoft Power BI ACCESS COURSE	 PowerPoint	Microsoft PowerPoint ACCESS COURSE
 SharePoint	Microsoft SharePoint ACCESS COURSE	 Visio	Microsoft Visio ACCESS COURSE
 Office 365	Office 365 ACCESS COURSE	 VBA for Beginners	VBA for Beginners ACCESS COURSE
 Advanced Access	Advanced Microsoft Access ACCESS COURSE	 Advanced Excel	Advanced Microsoft Excel ACCESS COURSE
 Access for Beginners	Microsoft Access for Beginners ACCESS COURSE	 Excel	Microsoft Excel ACCESS COURSE



 Advanced Microsoft Project	Advanced Microsoft Project 2016 ACCESS COURSE	 Advanced VBA	Advanced VBA ACCESS COURSE
 OneNote	Microsoft OneNote 2016 ACCESS COURSE	 Outlook	Microsoft Outlook ACCESS COURSE
 Microsoft Project	Microsoft Project ACCESS COURSE	 Microsoft Project for Beginners	Microsoft Project for Beginners 2016 ACCESS COURSE
 Windows 10	Microsoft Windows 10 ACCESS COURSE	 Word	Microsoft Word ACCESS COURSE



LOG IN TO YOUR ACCOUNT



A login form overlay on a background image of a mountain range at sunrise. The form is a light gray rectangle containing two input fields, a login button, and a checkbox with a link.

	<input type="text" value="your.email@premium.com"/>
	<input type="password" value="....."/>
<input type="button" value="Log in"/>	
<input checked="" type="checkbox"/> Remember me	Forgot password?

New to the site? [Create an account](#)



filtered

DASHBOARD

COMPANY

SUPPORT

WEBINARS

VIEWING

Microsoft Project

View All Courses

Microsoft Project

TAKE FILTER

START COURSE

This course has not been filtered. [Take the filter now](#)

HIDE MESSAGE

COURSE PROGRESS

1

ORIENTATION

2

INITIATION

3

PLANNING

4

EXECUTING

5

MONITORING AND CONTROLLING

6

CLOSING

0 COMPLETED

39 TO DO

0 FILTERED OUT

TIME SPENT

00:00

HOURS

MINUTES

+

CERTIFICATE

View Certificate of Attainment

TEST IQ SCORES

★

TAKE YOUR FIRST TEST

COURSE SYLLABUS

1

2

3

4

5

6

SECTION 1

Orientation

Units

Modules

1

Introduction

2

Course Structure

1

What is Project 2010?

HOW TO NAVIGATE YOUR DASHBOARD

VIEWING

Microsoft Project

TAKE FILTER





START COURSE

This course has not been filtered. [Take the filter now](#)

HIDE MESSAGE

FILTER

YOUR COURSES

 Excel	Microsoft Excel ACCESS COURSE	 Outlook	Microsoft Outlook ACCESS COURSE	 PowerPoint	Microsoft PowerPoint ACCESS COURSE	 Microsoft Project	ACCESS COURSE
 SharePoint	Microsoft SharePoint ACCESS COURSE	 Windows 10	Microsoft Windows 10 ACCESS COURSE	 Word	Microsoft Word ACCESS COURSE	 Office 365	ACCESS COURSE

SECTION 1 Orientation

Units

1 Introduction

2 Course Structure

Modules

1 What is Project 2010?





Office 365

View All
Courses

Office 365

[RESUME COURSE](#)

COURSE PROGRESS

- 1 INTRODUCTION
- 2 ONEDRIVE FOR BUSINESS
- 3 USING MICROSOFT PRODUCTIVITY APPS...
- 4 OUTLOOK ON THE WEB
- 5 COMMUNICATE EFFECTIVELY WITH MIC...
- 6 SHAREPOINT ONLINE
- 7 YAMMER
- 8 GETTING STARTED WITH MICROSOFT A...
- 9 OTHER APPS

TIME SPENT

00:00
HOURS MINUTES

CERTIFICATE

[View Certificate of Attainment](#)

TEST IQ SCORES



82

TEST 1

[TAKE FINAL TEST](#)

0 COMPLETED

75 TO DO

0 FILTERED OUT

COURSE SYLLABUS

1 2 3 4 5 6 7 8 9

SECTION 1 Introduction

Units

1 Getting Started**2** Office 365 Structure and Navigation**3** Installing Office Applications

Modules

1 What is Office 365?**2** Logging into the Office 365 Portal

Course progress
can be tracked at
the top of the
dashboard



Sections and
modules can be
easily navigated
on the course
syllabus



TEAMS TRAINING

Set up a new team in Microsoft Teams

Create channels and expand the capability of Teams using apps

Schedule, initiate, and hold conference and video calls in Teams effortlessly

Record virtual meetings and share your screen in Teams

Course work split into 13 comprehensive modules

Over 80 minutes worth of videos



COURSE SYLLABUS

1 2 3 4 **5** 6 7 8 9

SECTION 5 Communicate Effectively with Microsoft Teams

Units

Modules

1 Introduction to Microsoft Teams

2 Creating and Managing Teams and Te...

3 Creating and Managing Team Channels

4 Video and Audio Meetings

5 User Settings

Click on a unit on the left
to access the modules



The course
syllabus allows
users to jump
straight into any
section or
module



OFFICE 365 TRAINING



Learn how to use this
digital platform to
ensure effortless,
integrated
collaboration across
your business



COMMERCIAL INFO

Option to purchase BASIC or PREMIUM licences

Customers gain access to the licences for a year

Monthly payment across 12 months

One licence per user – cannot be shared across a team





THANK YOU

