

Webinar Catalog

Monroe Services LLC



About Our Webinars



- **One-Hour**
- **Live Online**
- **Instructor-Led**
- **Via Zoom or Teams**
- **Can be Recorded for Replay**
- **Digital Handout Included**
- **Flat Rates:**
 - **up to 9 Attendees: \$200**
 - **10-19 Attendees: \$300**
 - **20-29 Attendees: \$400**
 - **30-49 Attendees: \$500**
 - **50 or More Attendees: \$600**



- 1. Select Your Topic**
- 2. Book Customization Consult**
- 3. Schedule Date & Time**



About Your Instructor



Dawn Monroe

Microsoft Office Specialist Master | Instructor

Dawn Monroe is a certified Microsoft Office Specialist Master (MOSM), Microsoft Certified Educator (MCE), Modern Classroom Certified Trainer (MCCT), Certified Virtual Educator (CVE) and Certified Virtual Presenter (CVP). She has a background of nearly 30 years in the technical training industry. Dawn has the unique ability to translate technical concepts in a simplified, fun way. She enjoys empowering business professionals through ongoing skill development. Dawn is the proud Mom of three young adult children. She lives in Wichita, Kansas, with her husband, dog and cat.



Topic List

[Microsoft 365](#)

[Microsoft Access](#)

[Microsoft Excel](#)

[Microsoft Forms](#)

[Microsoft OneNote](#)

[Microsoft Outlook](#)

[Microsoft PowerPoint](#)

[Microsoft Publisher](#)

[Microsoft Tasks | Planner](#)

[Microsoft Teams](#)

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[Adobe Acrobat PDFs](#)

[Canva](#)

[Google Apps](#)

[LinkedIn](#)

[Mailchimp](#)

[Virtual](#)

[Zoom](#)

Microsoft 365



Microsoft Accessibility:

Document Design that Makes a Difference

Learn the principles of universal design and create legally compliant Microsoft documents that are accessible to all. Explore tips and tools to examine your documents and discover accessibility features that simplify life for everyone.

- Design Documents with Best Practices
- Insert Links & Alternate Text for Readability
- Utilize Descriptive Headings & Styles for Navigation
- Add Contrast with Colors
- Find Accessibility Tools You Can Use



Everyday Microsoft 365

An overview of the Microsoft 365 subscription service (previously called Office 365). This workshop will cover upgrading to 365, utilizing OneDrive and current tips & tricks for popular 365 Apps like Teams, Excel, Word, Outlook and PowerPoint. Learn to manage files and utilize the sharing and collaboration features built into 365.

- Upgrade to Microsoft 365
- Utilize OneDrive
- Share Files and Collaborate with Others
- Explore Popular Apps in the Microsoft Suite



Customized Microsoft 365

Create your own combination of learning on Microsoft apps of your choice. Sample topics listed below.

- Microsoft Outlook & Time Management
- Microsoft Outlook, Contact Management & LinkedIn
- Microsoft PowerPoint & Virtual Presentations in Teams
- Microsoft PowerPoint & Virtual Presentations in Zoom
- Microsoft OneNote & Project Organization



Microsoft Excel



Excel Spreadsheets 101

Learn the basics of spreadsheets and Microsoft Excel. A hands-on workshop for beginners, or a refresher course to brush up on forgotten skills.

- Spreadsheet Overview
- Understanding Calculations
- Modifying
- Formatting
- Printing



Excelling at Excel

An intermediate Excel workshop focused on managing data tables, data analysis, and an introduction to pivot tables. Once you've mastered the basics of spreadsheets, it is time to elevate your game! These next-level skills will enhance your knowledge of data management and prepare you to communicate meaningful analysis of your work.

- Navigate with Links
- Identify Data with Conditional Formatting
- Understand Dates and Data Types
- Manage Entry with Data Validation
- Summarize Data with Tables & Pivots
- View Trends with Sparklines
- Visualize with Charts



Excel Fantastic Functions

Isn't it time you moved beyond the AutoSum? This workshop will introduce a variety of favorite functions you can use in your daily Excel work. Text, Logical, Lookup and Financial Functions will be covered.

- Formulas vs Functions
- Order of Operations
- Function Examples:
 - Text
 - Logical
 - Lookup
 - Financial



Microsoft Excel Cont'd >>>

More Microsoft Excel



Excel Pivot Like a Pro

An Intermediate Excel program focused on summarizing data with Pivot Tables and Pivot Charts, including an introduction to creating your own Excel Dashboards. These powerful tools SAVE HOURS of manual calculations when you get them set up to work for you each reporting cycle. We'll start with table best practices and move into pivoting, charting, and dashboard setup with slicers and timelines. A valuable course for anyone managing large sets of data that require ongoing analysis.

- Apply Tips and Tricks to Summarize Data in Excel
- Customize Workbooks with Data Dashboards
- Improve Productivity with PivotsTables that Calculate and Summarize Data
- Increase Marketability for New Job Roles
- Gain Confidence with Advanced Spreadsheet Knowledge



Storytelling with Data

Unleash the power of storytelling with charts that illuminate your message and engage your audience. Make your point by thinking like a designer to create data visualizations that capture your audience's attention. We'll cover best practices to determine context, type of graph and reduce clutter. Tell the story of your data analysis with high-impact visuals that connect!

- Understand Context
- Type of Graph
- Recognize & Eliminate Clutter
- Capture Audience Attention
- Think Like a Designer
- Leverage Storytelling



Customized Microsoft Excel

Select from the topic list to create a customized learning experience for your audience. Sample topics below.

- Spreadsheet Overview
- Understanding Calculations
- Modifying
- Formatting
- Printing
- Functions
- Links
- Functions
- Conditional Formatting
- Dates and Data Types
- Data Validation
- Tables & Pivots
- Sparklines
- Charts



Microsoft Access



Microsoft Access Introduction

A basic overview of the database program Microsoft Access. This is intended to be an introductory session for new users.

- Objects
- Tables
- Forms
- Reports
- Queries

Microsoft Forms



Microsoft Forms that Function

Build functional forms, surveys, quizzes and polls with Microsoft Forms. Begin with a template or create your own form from scratch. This Microsoft 365 tool is great for capturing registrations, feedback and many other data collection activities. In business organizations, it can be used to collect customer feedback, measure employee satisfaction, improve your product or business, or organize company events. Gather results in Excel and you are ready for next steps.

- Gain an understanding of the Microsoft Forms App
- Generate Ideas for Usage in Business or Education
- Create Forms & Quizzes
- Designate Question Styles & Customize Form Settings
- Share for Responses vs. Share for Collaboration
- Integrate with Microsoft Outlook and Teams



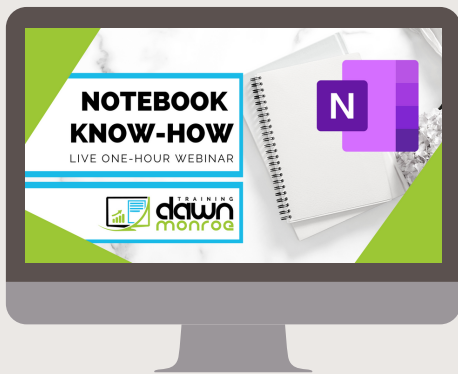
Microsoft Forms:

Integrate Polls & Microsoft Teams

Design a customized session for your group combining Microsoft Teams and Microsoft Forms integrated as polls in your meetings.



Microsoft OneNote



Notebook Know-How

An introduction to Microsoft OneNote and its functionality in the modern workplace. OneNote is a digital version of a physical notebook that allows you to capture digital notes and keep them organized. You can add images, diagrams, audio, video, and more. Learn to integrate with Microsoft Teams and Outlook.

- Welcome to OneNote
- Create New Notebooks
- Customize Your World
- Basics: Sections, Pages, Templates
- Insert: Files, Images, Media & Links
- Integrate with Microsoft Teams & Outlook



OneNote: Use It or Lose It!

An interactive follow-up to the Notebook Know-How program where we covered the basics of Microsoft OneNote and challenged you to get started. OneNote is a digital version of a physical notebook that allows you to capture digital notes and keep them organized. You can add images, diagrams, audio, video, and more. Integrate with Microsoft Teams and Outlook to collaborate within your organization.

- Discuss Notebook Organization Structure Strategies
- Explore Advanced OneNote Features
- Integrate with Microsoft Teams Meetings
- Integrate with Microsoft Outlook Calendars
- Practice Live Sharing and Collaboration of OneNote Notebooks
- Live Q & A Session



Microsoft OneNote:

Integrate Notes & Microsoft Teams

Design a customized session for your group combining Microsoft Teams and Microsoft OneNote integrated into your meetings.



Microsoft Outlook



Optimize Your Outlook

An intermediate-level workshop on Microsoft Outlook. We'll cover best use tips for Mail, Calendars, People and Tasks. And explore integrations that connect all your Microsoft programs, including Teams and features exclusive to the 365 web environment.

- Manage Mail with Email Magic Tricks
- Conquer Your Calendar with Integrations, Delegations & Booking Options
- Communicate with People Utilizing Tricks and Best Practices
- Tackle Tasks with Outlook, To-Do Lists and Microsoft Tasks/Planner



Conquer Your Outlook Calendar

Get organized and start using your Microsoft Outlook Calendar to simplify life. Appropriate for beginners.

- Best Practices for Calendar Setup
- Sharing Calendars
- Connecting to Zoom & Teams
- Time Management



Customized Microsoft Outlook

Select from the topic list to create a customized learning experience for your audience. Sample topics below.

- Email
- Calendars
- People
- Tasks
- Integrations with Zoom and Teams



Microsoft PowerPoint



Power Up Your PowerPoint

An intermediate/advanced level workshop designed to build presentation proficiency. We'll cover PowerPoint Best Practices with Video and Audio, Animations, Transitions, Slide Masters and Templates. Create amazing graphics to wow your audiences with SmartArt. Includes universal design concepts and accessibility features like Dictate and Live Subtitles.

- Embed Video & Audio
- Generate Animations & Transitions
- Create Content & SmartArt Graphics
- Make Photo Album Slideshows
- Understand Slide Masters
- Manage Links & Alternate Text
- Utilize Dictate & Live Subtitles



PowerPoint Presentation Prep

Design your next presentation with the audience in mind. Take advantage of the tools and features that connect and engage your attendees in your live delivery presentation, no matter the platform.

- Consider your Audience
- Consider your Delivery Platform
- Best Practices for Presentations
- Tips & Tricks for Professional Presentations
- Mastering Virtual Delivery



Customized Microsoft PowerPoint

Select from the topic list to create a customized learning experience for your audience. Sample topics below.

- Designing Your Slideshow
- Text and Graphic Objects
- Presenting
- Utilizing Sections
- Embed Video & Audio
- Generate Animations & Transitions
- Create Content & SmartArt Graphics
- Make Photo Album Slideshows
- Understand Slide Masters
- Manage Links & Alternate Text
- Utilize Dictate & Live Subtitles



Microsoft Publisher



Publisher Perfection

An intermediate-level workshop on Microsoft Publisher covering text manipulation and managing graphics in your desktop publishing documents. Learn to link text boxes and other tricks to simplify publishing projects.

- Create with Publisher
- Begin with Templates
- Edit Business Info
- Insert Content
- Connect Text Boxes
- Utilize Links

Microsoft Tasks



Microsoft Tasks by Planner: The Best Laid Plans

Microsoft Tasks (previously called Planner) is a mobile and web-based app that comes with most 365 business subscriptions. Use Tasks to create plans, assign tasks, and view progress charts. Integrate with Microsoft Teams to chat and collaborate within your organization.

- Gain an understanding of the Microsoft Tasks App
- Create and Assign Tasks
- Organize with Buckets & Labels
- Strategize Implementation within Microsoft Teams
- Integrate with Microsoft Outlook



Microsoft Tasks by Planner: Integrate Tasks & Microsoft Teams

Design a customized session for your group combining Microsoft Teams and Microsoft Tasks by Planner



Microsoft Teams



Microsoft Teams Talk

Learn to collaborate in the Microsoft 365 chat-based workspace, Microsoft Teams. Navigate, communicate, organize, customize and optimize with unique Teams and Channels in your organization.

- Navigate the Microsoft Teams Workspace
- Communicate with Audio, Video, Conversation & Chat features
- Organize with Teams, Channels and File Storage
- Customize using Connectors and turn Apps, Files and Websites into Channel Tabs
- Optimize by Integrating Microsoft Outlook, OneNote & Planner



Microsoft Teams Meeting Practice

A customized practice session for your individuals or group to experience Teams Meetings in a live environment.

- Presentation Best Practices
- Presentation Options
- Breakout Rooms
- Polls
- Meeting Notes
- Chat



Microsoft Teams: INTEGRATIONS Planner, Forms, OneNote, Bookings

Design a customized session for your group combining Microsoft Teams and one of the many other Microsoft 365 applications. Sample topics below.

- Microsoft Tasks by Planner
- Microsoft Forms
- Microsoft OneNote
- Microsoft Bookings



Microsoft Word



Microsoft Word Accessibility:

Document Design that Makes a Difference

Learn the principles of universal design and create legally compliant Microsoft Word documents that are accessible to all. Explore tips and tools to examine your documents and discover accessibility features that simplify life for everyone.

- Design Documents with Best Practices
- Insert Links & Alternate Text for Readability
- Utilize Descriptive Headings & Styles for Navigation
- Add Contrast with Colors
- Find Accessibility Tools You Can Use



Wonderful Word Processing

This workshop focuses on skills for the advanced Microsoft Word user. Elevate your Word knowledge and discover features you didn't even know existed! We'll cover managing lengthy documents, manipulation graphic images, mail merging and digital accessibility features.

- Lengthy Documents
 - Section Breaks
 - Table of Contents
- Manipulating Graphic Images
- Mail Merging
- Digital Accessibility



Customized Microsoft Word

Select from the topic list to create a customized learning experience for your audience. Sample topics below.

- Setting Tabs & Indents
- Utilizing Headers & Footers
- Customizing Your Word Interface
- Creating and Using Templates
- Managing Lengthy Documents
- Manipulating Graphic Images
- Mail Merging
- Digital Accessibility



Microsoft Word Cont'd >>>

More Microsoft Word



Resume Renovation

If your resume needs a makeover, this workshop covers the nuts and bolts of building a foundational document to win you an interview.

Develop a job search plan and explore strategies for researching career opportunities. From there, dive deep on the mechanics of your resume and cover letters to create searchable, readable and quantified documents. Understand file types and digital file management. Learn about applicant tracking systems and how to get your resume into the hands of an actual person. This program will end with a discussion of interview and follow up tips.

- Outline Job Search Plan
- Build Resume in Microsoft Word or Google Docs
- Create Searchable, Readable, and Quantified Resumes
- Navigate Automated Applicant Tracking Systems
- Revamp Cover Letter
- Convert to PDF Files
- Discuss Interviews and Follow Up

LinkedIn



Leverage Your LinkedIn

Build a LinkedIn profile you can be proud of! This is a hands-on workshop designed to refresh your professional profile, search for jobs, build your business network and strategize methods to use LinkedIn in your social media planning.

- Set Goals & Search Strategically
- Review Profile and Settings
- Explore Techniques for Connecting & Job Searching
- Interact with Posts, Articles and Comments
- Learn Tips and Tricks for LinkedIn on Mobile Devices



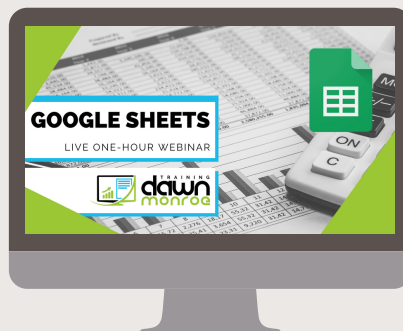
Google



Get Groovy with Google

A beginner's guide to all the Google basics to manage your small business or your personal planning. This course is intended to give an overview of the Google Workspace and build confidence to utilize email, calendars, contacts and files.

- Gmail
- Calendar
- Contacts
- Google Docs
- Google Drive



Adobe Acrobat



Solving PDF Problems

The PDF file type was originated by Adobe in the early 90s and designed to be a universal document accessible on all devices in a readable format. PDF stands for Portable Document File. PDFs are easy to share and print accurately, but these files can be problematic. If you need to make some changes or request signatures, you'll want to join us for this one-hour workshop where we explore best practices for creation and tackle common problems encountered when managing Adobe Acrobat PDF files.

- Define PDF
- Identify Adobe Acrobat Versions
- Navigate and Customize
- Create PDFs from Text & Image Files
- Edit Text & Images in PDFs
- Organize Pages
- Create Fillable Forms
- Request Signatures

Canva



Creating with Canva

Create social media graphics, presentations, infographics and other visual content with the Canva graphic design platform. Explore this fun and user-friendly application to create marketing collateral you can be proud of. Learn to utilize animations that will capture audience attention. Elevate your social media game with animations and automated content publishing, directly from Canva!

- Basics
- Plan Options
- Templates & Tools
- Uploads & Downloads
- Share to Other Apps
- Animations
- Schedule Social Media Posts
- Remove Background from Pictures
- Canva Live for Presentations



Mailchimp



Mailchimp Mania

Building ongoing touchpoints with your clients and customers can be overwhelming. Software tools with automations are becoming more popular to send newsletters, updates and sales offers via email campaigns. Jump onboard this tour of the Mailchimp program to learn the basics of email marketing with Mailchimp. Learn about Subscribers, Audiences, Tags and Campaigns to leverage your network and reach targeted communities within your audience.

- Acknowledge Email Subscriber Regulations
- Import & Manage Your Audience
- Create & Apply Tags
- Understand Segments
- Build an Email Campaign
- Explore Advanced Features



Email Marketing Basics

Email is the core communication tool for many small businesses. Building ongoing touchpoints with your clients and customers can be overwhelming. In this overview program, we explore software tools with automations that are popular to send newsletters, updates and sales offers via email campaigns. These basics apply to a variety of software systems like Constant Contact, Mailchimp, and to many industry-customized Customer Relationship Management (CRM) tools. Learn about subscribers, audiences, tags and campaigns to leverage your network and reach targeted communities within your audience.

- Acknowledge Email Subscriber Regulations
- Import & Manage Your Audience
- Create & Apply a Tagging System
- Build an Email Campaign
- Explore Advanced Features



Virtual



Virtual Virtuoso: Lead Effective Virtual Meetings

Lead your next virtual meeting with skillful preparation and planning. From conception to completion, cover all the necessary elements to engage your attendees in productive online meetings and webinars.

- Select Your Virtual Platform
- Maintain Calendar Confidence & Agile Agendas
- Check Your Tech for Professional Production
- Prep Your Presenters and Participants
- Encourage Engagement
- Navigate Communication & Collaboration Quandaries
- Dissect Delivery Dilemmas
- Follow-Up for a Fabulous Finish



Viva la Virtual: Event Planning

Navigate the complexities of setting up your live online virtual events, meetings, and webinar programs. Learn best practices behind the scenes for setup, registration, sharing and delivery for your online programs. Discussion will include hybrid options. We will explore various platform settings for Zoom, Teams, Eventbrite, Outlook, Facebook & LinkedIn.

- Learn Best Practices for Online Events
- Choose Virtual Platform & Settings
- Customize Registration Options
- Integrate Calendars
- Post Events on Social Media



How to Host a Hybrid Meeting

Combine Virtual and In-Person Attendees for Hybrid Meetings

As businesses and organizations begin to return to in-person meetings and programs, there will still be a need for virtual options as many remain in remote work environments. Some have grown to prefer the convenience of virtual gatherings, so you may have ongoing requests. If you have been tasked with merging your audience requirements into one hybrid meeting or program, this is the class for you! We will walk through the basic technical requirements necessary to administer a successful hybrid meeting. Hybrid event checklist included!

- Consider “Do-It-Yourself” Hybrid Meetings
- Establish the Virtual Space & Production Requirements
- Arrange the Actual Room for Successful Interaction
- Prep for Production and Manage Technical Equipment
- Launch Meeting, Manage Expectations and Engage Audience



Zoom



Master Zoom Meetings

Learn to set up Zoom meetings for your organization. We will cover all the important basic settings, your profile, security, audio and video controls, invitations, screen sharing, polls and breakout rooms.

- Set up Zoom Profile
- Maintain Security
- Customize Zoom Settings
- Manage Participants During a Meeting
- Share Screens & Whiteboards
- Experience Polls and Breakout Rooms



Zoom Presenter Deep Dive

This advanced workshop is designed for those producing the Zoom Meeting or Webinar experience. Includes an overview of Presenter/Producer best practices to ensure a successful live online event.

- Setup for Success & Backup Equipment
- Manage Participants, Delegation & Breakouts
- Share Screen from Multiple Monitors
- Customize Settings, Registration & Branding
- Understand the Recording & Reporting Functionality



Zoom Meeting/Webinar Practice

A customized practice session for individuals or your group to experience Zoom Meetings or Webinars in a live environment.

- Presentation Best Practices
- Presentation Options & Settings
- Breakout Rooms
- Polls
- Chat





Don't Delay Any longer

Plan your staff training event now

**SCHEDULE
Customization Consult**

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