

E-LEARNING OVERVIEW

The Classroom Reinvented

- New Content Library features
- New improved Reporting tool
- New Dashboard interface

Microsoft 365

- Intro to Microsoft 365
- SharePoint for Site Owners
- OneDrive Essentials
- Microsoft 365 To Do, Calendar and People Essentials
- Microsoft Teams Essentials

Microsoft Office

- Mastering Word
- Mastering Access
- Mastering Outlook
- Secrets of Office Guru
- Mastering PowerPoint
- Microsoft Forms Essentials

Microsoft Excel

- Mastering Excel
- Intro to Power Pivot
- Excel Basics for Mac
- Data Analysis with Pivot Tables
- Creating Dashboards

Other Courses

- Acrobat DC Essentials
- Zoom Meetings
- Windows 10 Essentials
- Power Bi Essentials
- Gmail Essentials
- Salesforce Essentials
- Google Workspace Essentials
- Smartsheet Basics

Mini-Courses

- Teams Meetings
- Writing Effective Emails
- Time Management

Soft Skills

- Storytelling in Business
- Increase Your Listening Power
- Persuasion: The Art of Communication
- Power Up your PowerPoint Presentation Skills

Get It Done

- Sharing Calendars
- Managing Emails



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with all
**Fixed Price
Service Contracts**

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Take the first step
to improve your
productivity with
Axis First IT Solutions



Lee Tebbly
Technology Service Advisor,
Axis First

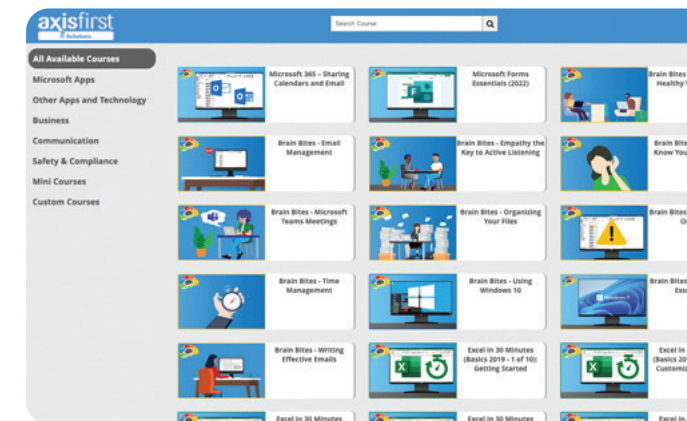
“Bite-sized e-Learning courses with Axis First are the perfect way to upskill your team. Combining TV-style video production with experienced teachers and entertainers, plus modern graphics and animation, our courses are popular with organisations of all shapes and sizes.”

- Teacher/Learner Style**
Our unique video-based style keeps learners interested and engaged with the material – it's NOT the same old “recorded lecture” format.
- Responsive HTML5 – No Flash**
Designed to work on any tablet, phone, PC or Mac.
- Searchable**
Jump straight to the training you need right now with our search tool.
- Subtitles and Transcripts**
Select courses include interactive or downloadable transcripts and on-screen captions for better accessibility.
- Translations in Spanish and Hindi (Español and हिंदी)**
Select courses include subtitles and transcripts in Spanish and Hindi languages with more languages coming soon.

- Downloadable Handouts & Job Aids**
Most courses include PDF supporting documents to reinforce the key points and provide additional Quick Reference information such as keyboard shortcuts.
- Control**
Pause, Rewind, and even Repeat Lessons – our courses allow users to fully control the video lessons.
- Top Teachers**
Average 17.3 years experience teaching in their field.
- HD Video**
All courses are filmed in HD, with professional graphics, music, animations, and more.
- Practice Files**
Selected courses include downloadable practice files so students can follow along with the exercises from their own PC or Mac.

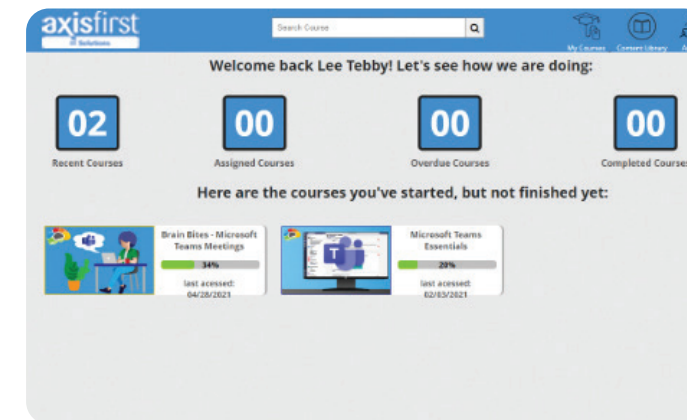
The Classroom Reinvented

Our eLearning platform has received a new updated design to the whole classroom experience. The look and feel matches that of the Bigger Brains app for Microsoft Teams. With bold new colours, modern tiles and an even more intuitive interface the classroom is well and truly reinvented. With additional courses for Microsoft Teams and Zoom added to the library as well as more soft skills in the workplace, now is the perfect time to get back into eLearning.



The Content Library

There are some new features also, such as selecting which courses are available and which are hidden from the content library and more options to add custom content, there are plenty of reasons to upskill your team and keep their skills up to date.



The Dashboard

BrainStation now features a brand-new dashboard highlighting the progress of your eLearning journey. You will quickly see which courses you have recently taken and which have been assigned to you by a team leader. The dashboard also displays your percentage progress in the main window and you'll also be reminded of any courses not completed within the timeframe set for you.



Reporting

A new improved reporting tool helps you gain even more insight into how people are using the platform, which courses are most popular and who is completing their training within their allotted time.

We hope you love the new classroom as much as we do.

Microsoft 365

Microsoft 365 promises a world of “work anytime, anywhere” productivity, but most users stick with what they know: basic email & the traditional Office applications (Word, Excel, etc).

Our comprehensive Microsoft 365 training unlocks the real value of Microsoft 365, by using “uniquely engaging” teacher/learner style to demonstrate how Microsoft 365 can easily boost office productivity and morale.



55 minutes

5 modules

Microsoft 365 Introduction

(2021)

Microsoft 365 is your powerful workspace in the cloud!

Microsoft 365 is far more than classic Microsoft Office. Powerful collaborative tools like OneDrive, Teams, Planner, and Forms combine with traditional Microsoft apps to form a powerful productivity-boosting tool – and in this course we'll get you started with Microsoft 365 with a short introduction to what it is, how to access it, and how to use Search and Help to find what you need inside Microsoft 365.

13 minutes

88 modules

Mastering Microsoft 365

(2022)

Organize and maintain your virtual office using Microsoft 365: the powerful, everything-you-need-in-one-easy-bundle online suite.

Microsoft 365 is far more than classic Microsoft Office. Powerful collaborative tools like OneDrive, Teams, Planner, and Forms combine with traditional Microsoft apps to form a powerful productivity-boosting tool – and in this course we'll show you how to tap into all the power Microsoft 365 has to offer!

This comprehensive course for end-users provides in-depth training for tools such as email, calendars, and OneDrive, plus basic training on all the most popular Microsoft 365 apps including Teams, Planner, Forms, Yammer, Power Apps, and SharePoint.

This course not only gets you oriented and organized – it shows you how to use the power of the new cloud-based suite to maximize your productivity, from anywhere, anytime.

Whether you have an iPhone, Android, Windows PC or Mac, Microsoft 365 works seamlessly with them all.

1.5 hours

11 modules

OneDrive Essentials

(2021)

OneDrive and OneDrive for Business can radically improve your productivity – we'll show you how!

Both OneDrive (the free, personal version) and OneDrive for Business (the corporate version included in most Office 365 plans) have the same mission: To allow you easy access to your documents and files from any device, any time, and securely share them with others. In this “Uniquely Engaging” TM course from Bigger Brains, we'll look at OneDrive, OneDrive for Business, and SharePoint Document Libraries.

80 minutes

14 modules

SharePoint for Site Owners

Learn to create and manage your team's SharePoint site in less than 90 minutes.

SharePoint is a powerful and user-friendly tool for creating a common place for your team to share documents, collect data, and collaborate. In this course, you'll quickly learn how to create your own site and invite team members. SharePoint expert, Kat Snizaski, walks you step-by-step through creating a parent site and adding subsites for multiple teams. You'll learn how to create and manage document libraries and custom lists that enable collaboration. You'll also learn to assign user permissions and get your team rolling on their new collaboration platform! If you're ready to stop emailing files back and forth, ending up with twenty different versions on multiple devices, not knowing which one is the latest version, this course is for you.

65 minutes

7 modules

Microsoft Teams Essentials

Learn to collaborate and communicate with Microsoft Teams.

Ready to put away some of those separate apps and combine their features in one convenient place? Teams can be your Wiki, your file system, your calendar, your text and conversation place, your collaboration space! Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This mini course covers everything you need to know in order to start using Microsoft Teams in just the first two lessons (20 minutes). The last three modules cover Teams best practices.

122 minutes

11 modules

Microsoft 365 To Do, Calendar, and People Essentials

Get organized with Outlook Online!

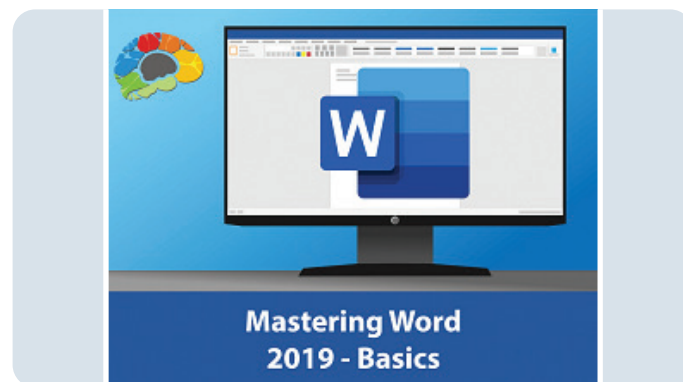
In addition to email, Outlook on the Web includes powerful tools to keep track of your calendars, your contacts, and your tasks (now called To Do). This course continues the lessons started in Microsoft 365 Email Essentials, with a focus on the non-email features in Outlook online.

This course is a must-have for anyone who wants to be more productive using Outlook in Microsoft 365!

Microsoft Office

Over 750 million people use Microsoft Excel, Outlook, PowerPoint, Word, and OneNote, but less than 1% use them effectively!

Our Microsoft Office training courses are an absolute MUST for any organisation that wants to boost productivity, speed up projects, and increase employee confidence and morale. Give your people the tools they need to truly master the world's most popular productivity suite.



Mastering Word

(2019)

Options: Basics, Intermediate, Advanced

Learn everything you need to know about Microsoft Word – Delivered in easily searchable, highly informative content modules.

Microsoft Word: Hands-down the most powerful document creation tool on the planet. Used by millions of people each day, very few know how to use it properly. In this course, produced by Microsoft Certified Trainer Christina Tankersley, we'll show you everything you need to know to start harnessing the power of Microsoft Word, from the very basics to the most advanced features.



Mastering Outlook

(2019)

Options: Basics, Intermediate, Advanced

Use Microsoft Outlook to be more productive.

Few things have greater impact on your productivity than the way you employ Outlook. Too many people waste time on unnecessary tasks that could be either managed automatically or handled in a fraction of the time – if the Outlook user just knew how to use the proper tools.

This course teaches how to make the leap from being a mere user to being an Outlook master.



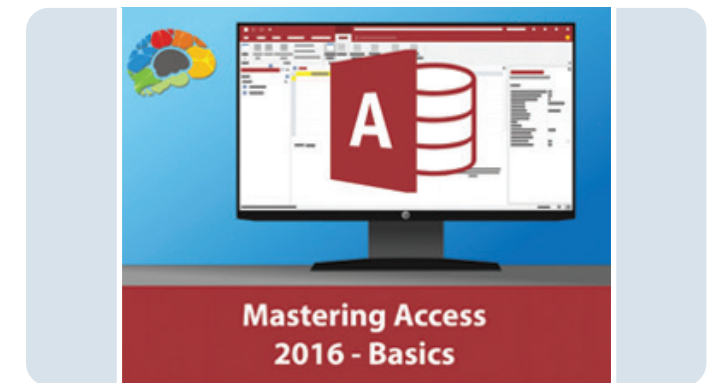
Mastering PowerPoint

(2019)

Options: Basics, Intermediate, Advanced

Going from boring and plain presentations to something that makes people sit up and pay attention – How to effectively use PowerPoint.

Have you seen someone deliver a PowerPoint presentation that was really well done? Do you remember the difference it made – not only in helping you understand the content, but the way it made you feel about the presenter? This course will show you how to turn lackluster presentations into something that is visually stimulating and works to keep your audience engaged.



Mastering Access

(2016)

Options: Basics, Intermediate, Advanced

Learn to build your own database apps quickly and easily!

Sometimes an off-the-shelf program isn't the right choice, either because there's nothing that quite fits your needs, or because it's too expensive. Microsoft Access lets you easily design, build, and share your own custom database applications, and with Microsoft Access your custom-built apps can be deployed to your PC, your network, or on the web. In this course we will walk you through all the power and tools you have at your fingertips through Microsoft Access.



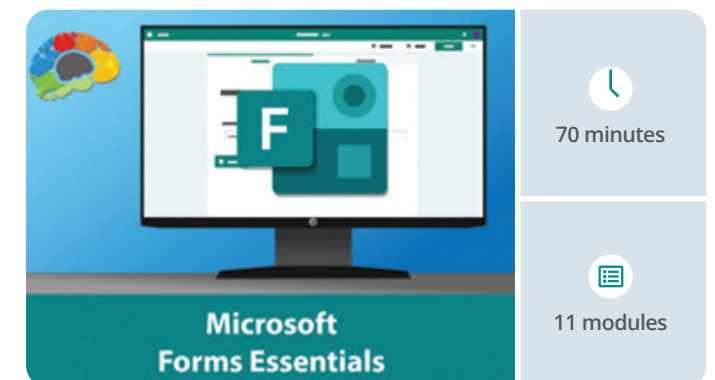
Secrets of the Office Guru

(2019)

This is the course that's chock – full of practical, productivity-boosting tips, tricks, and skills that will turn experienced Microsoft Office Users into gurus.

Question: What can savvy Microsoft Office users do to improve their skills – without having to comb through hours of information that they already know to find those few useful gems of knowledge?

Answer: Take this course!



Microsoft Forms Essentials

(2022)

Forms, Quizzes, and Surveys — Use Microsoft Forms To Gather What You Need.

Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms!

In this course we'll take a close look at all the features and benefits of this new Office 365 tool!

Forms is super easy to use, but also powerful enough to be used for a variety of business purposes, so we will also cover what you need to know to keep your data secure and private.

★ MICROSOFT OFFICE SPECIALIST CERTIFIED ★

All our Microsoft Office courses are aligned to the Microsoft Office Specialist certifications and also aligned to the Logical Operations curricula, to support classroom training.

Microsoft Excel

It's the ultimate number-cruncher, data-analyser, list-builder, and more, and learning to use Excel effectively is a necessity in today's business world.

For 2020 we are introducing our **"Ultimate Microsoft Excel Training"** bundle, which includes not only our comprehensive "Mastering Excel" courses (available for 2020), but also additional advanced courses covering Excel Dashboard, Pivot Tables, and Power Pivot. Additional Excel courses are planned for the future, including courses on Excel Online and Excel for Mac.




Mastering Excel 2019

2.5 hours

15 modules

Mastering Excel

(2019)

Options: Basics, Intermediate, Advanced

The world is filled with two kinds of people: a handful of people who are masters of Excel, and the millions of others who wish they were.

This is our most requested training course. If you learn to use Excel, you will start to see how useful it is in your life – from formatting your grocery list to calculating complex ROI values. Of course, you may have a rudimentary knowledge of how Excel works, but if you want to learn to get the most of it, then take this course.

★ **'MASTERING EXCEL'** ★
Our most popular Training Series!



Excel for Mac Basics

2.5 hours

17 modules

Excel Basics for Mac

Learn how to use this Office Powertool on your Mac.

Get Started with Microsoft Excel -The Most Useful Software Ever Created. Excel can do almost anything – crunch numbers, create lists, store data, edit budgets, and more. In this basics course we'll show you how to get started with Excel on a Mac, including using the most popular features.

Whether you're a first-time Excel user, or if you just want to re-learn the fundamentals, this course is for you!



Excel: Creating Dashboards

2+ hours

20 modules

Excel: Creating Dashboards

Get more from Excel – Learn to use forms, lookup functions, charts, PivotTables, and slicers to turn data into answers.

Crunching numbers is what Microsoft Excel does best – but how do you use those numbers to get the answers you need? This course will show you how to use advanced Excel features to turn massive amounts of data into visual, customisable dashboards.

If you are comfortable with the basics of Excel, let our Microsoft Certified Trainer Barbara Evers walk you through more useful Excel topics and tools.



Excel: Intro to Power Pivot

1 hour

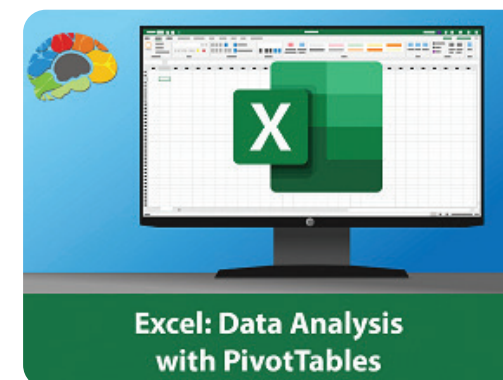
7 modules

Excel: Intro to Power Pivot

Learn how to transform Excel into your big data power tool.

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly and share insights easily.

In this course we'll show you everything you need to know in order to install and use Power Pivot in Excel. We strongly recommend you take our "Mastering Excel" courses before you proceed with Power Pivot, unless you are already comfortable with advanced Excel topics including basic PivotTables.



Excel: Data Analysis with PivotTables

2+ hours

15 modules

Excel: Data Analysis with Pivot Tables

PivotTables are a powerful tool for analysing and summarising huge amounts of data in Excel spreadsheets.

Being able to harness the power of advanced PivotTable features and create PivotCharts will help you gain a competitive edge when working with Excel data, and this course is the perfect place to start.

axisfirst
IT Solutions

Microsoft Excel Training Tutorials

Easy-to-use tutorials to help you get more out of Excel for your business.



Other Courses



Adobe Acrobat DC Essentials

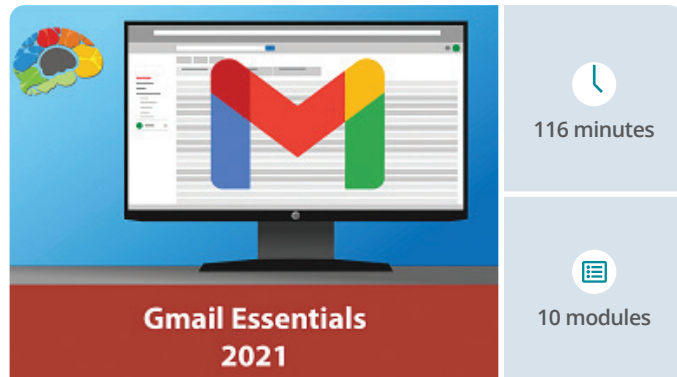
3 hours

19 modules

Adobe Acrobat DC Essentials

Create, manipulate, and liberate your PDF Documents with Adobe Acrobat.

In this "Uniquely Engaging"™ course you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and markup PDF documents, and convert and optimize PDF files.



Gmail Essentials 2021

116 minutes

10 modules

Gmail Essentials

Power your Gmail account - get the maximum benefit from all the tools Gmail has to offer!

Gmail is one of the most often used, under-utilized applications in the world. This course will change the way you use your Gmail account – guaranteed! With Gmail, Google provides unprecedented and inexpensive access to business tools that previously cost hundreds or even thousands of dollars. You don't have to keep ignoring all those buttons and features that you don't know how to use. This course clearly defines all of them - how to find and use the tools, manage your inbox, create and group contacts, even make it look more like your Outlook app! High-quality HD content in the "Uniquely Engaging"™ Bigger Brains Teacher-Learner style!



Windows 10 Essentials

55 minutes

8 modules

Windows 10 Essentials

Get the most from the Windows 10 operating system.

When Microsoft released Windows 8, they surprised many PC owners. The interface and basic functionality were different from any previous Windows operating system. Windows 10 combines the best features of Windows 8 with a more traditional navigation structure and layout, plus new modern benefits. Take our Windows 10 course to learn more about the updated version of Windows and how you can use it most effectively.



Google Workspace Essentials

138 minutes

21 modules

Google Workspace Essentials

Learn about all the powerful apps in Google's collection of cloud computing, productivity, and collaboration tools.

Whether you know it as Google Workspace, G-Suite, or Google Apps, Google's suite of apps for business is powerful, accessible, and integrated. In this course, Google expert Laurie Sherrod provides an overview of the most common apps and a few more you may not be aware of! Did you know you can create your own public website in minutes using Google Sites? Have you thought about using Google Translate on your phone to have a conversation with someone who speaks another language? Learn these new skills by taking this course.



Leading Engaging Zoom Meetings

104 minutes

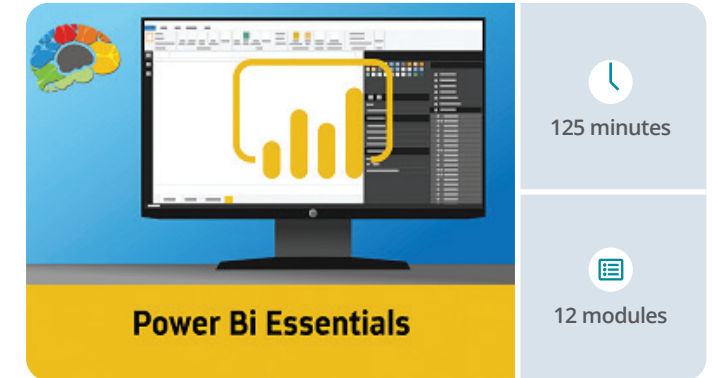
10 modules

Leading Engaging Zoom Meetings

Maximize your meetings with Zoom.

The future is here and meeting virtually will be used more and more, especially as people find better ways, like Zoom, to keep meeting interesting and engaging. Meeting virtually doesn't have to be boring talking heads on a screen! If you know how to use the tools Zoom provides, you can lead engaging meetings where everyone can participate.

This course takes you through the settings you'll need to begin and the basics for sharing your screen. You will learn about creating, using, and saving whiteboards for future reference and using polls and annotation to elicit feedback.



Power Bi Essentials

125 minutes

12 modules

Power Bi Essentials

Learn to create stunning reports with real-time data.

In Microsoft's Power BI, you can connect to existing data to create modern data visualizations and reports. In this course, you will learn everything you need to know to design reports, charts, and dashboards and distribute them to your team. We will walk you through the process from install to publish. In this course, you will learn to connect to Excel files or other external data sources and create data relationships as the basis for your reports.



Salesforce Essentials

109 minutes

13 modules

Salesforce Essentials

Everything you need to know to start using Salesforce today.

If your company has started using Salesforce.com and you need to get up to speed, this course is for you. In this course, Certified Salesforce Administrator, Mia Huffman, walks you step-by-step through using Salesforce for the first time.



Smartsheet Basics

77 minutes

12 modules

Smartsheet Basics

Collaborate on tasks and projects using Smartsheet.

Project management is a difficult role, but Smartsheet makes it easy to create projects and collaborate with teammates. Our project management professional, Christina Tankersley, will show you how to create and modify tasks, and well as manage project communication and use collaboration tools. Soon you will be up and running and effectively managing your projects.

Mini-Courses

Some e-Learning courses only apply to specific roles. Some are only necessary for certain industry certifications.

But Brain Bites courses are designed to upskill almost anyone in business, from the entry-level admin to senior executive.

Written by highly experienced subject matter experts and presented in a two-person video-based style, these courses are the perfect way to educate today's busy workforce.

Our micro-learning courses are information-rich and convey important topics with an engaging mix of video and animation. With 5 minute video lessons and 30-minute-or-less courses are designed to keep you engaged and focused.





24 minutes



6 modules

Brain Bites
Writing Effective Emails

Writing Effective Emails

Send emails that are read, understood, and acted on.

Let's face it, email is a fact of life. The average employee in the US receives 125 emails per day. The majority of professionals say email creates tension, confusion, and other negative consequences in their busy work days. This course will help you to be part of the solution by identifying ways to write better and fewer emails, that will also ensure your emails are read, understood, and acted on.





34 minutes



6 modules

Brain Bites
Teams Meetings

Teams Meetings

Exploring the power of the mind to get more done.

Do you start your day by checking your email and then get stuck? Do you let one big task loom over your head and get in the way of your productivity? Do you find yourself saying "Yes" to too many tasks and then have little time to do anything well. If any of these sound like you, this course from Dr Rebecca Heiss will help you understand more about why we find ourselves in these situations, and teach you practical, science-based ways to be more productive at work and at home.





13 minutes



2 modules

Brain Bites
Time Management

Time Management

Take Back Your Day – Learn how to reduce distractions and focus on priorities to get more done.

Do you ever wonder how some people get so much done, and others struggle to cross one item off a to-do list? While everyone is given the same twenty-four hours every day, how you use them is up to you. In this mini course, we'll look at tips from some of the world's top experts in time management, including Stephen Covey, Dave Crenshaw, Peter Drucker, and Tim Ferriss.

Soft Skills





84 minutes



9 modules

Storytelling
in Business

Storytelling in Business

Use the power of stories to connect with your team and your customers.

Storytelling is a powerful tool you can use to improve presentations, share a vision, sell products, and connect with customers and colleagues. Join national award-winning storyteller, Andy Offutt Irwin, and leadership guru, Kelly Vandever, as they show you how to create, organize, and use stories to heighten your interactions with co-workers and customers.





82 minutes



11 modules

Persuasion:
The Art of Communication

Persuasion: The Art of Communication

All communication involves persuasion! This course teaches you how to communicate well and persuade effectively.

Every time you communicate, you are working to persuade people. Even in social settings, you are persuading people through your style of communication and the emotion you carry with it. There are many reasons why we communicate – to inform, to share viewpoints, to educate, and to sell.





53 minutes



6 modules

Increase Your Listening Power
(Effective Communication)

Increase Your Listening Power

Employees, projects, and even entire businesses fail because they don't communicate effectively.

Communication can mean the difference between a raging success and a catastrophic failure. Examine the difference between successful businesses and those that are just average, and clear communication is part of the foundation. A great communicator can explain, motivate, unite, and inspire teams to achieve more than they thought possible.





165 minutes



26 modules

PowerUp PowerPoint
(Presentation Skills)

Power Up PowerPoint (Presentation Skills)



Giving a presentation? If you want to avoid boring your audience to tears, this course is a must.

Most presentations are filled with bullet point lists, thick paragraphs of text, and the occasional picture in a desperate attempt to break up the monotony. You can do better than that! This course shows you ways to turn standard content into something that's actually interesting to your audience.

Get It Done

Learn how to get things done with this library of task-based productivity courses.

Get It Done courses are task-based training courses developed by Bigger Brains. Each course focuses on a common business task such as managing email, organising files, or sharing calendars, and provides recommended tools, techniques, and best practices to “Get It Done”.



1.45 hours

10 modules

Get It Done:
Sharing Calendars



Sharing Calendars

How do you let everyone know what's going on?

It's a common situation: you're working in an organisation or department, and you need to share a calendar with your team. Whether it's staffing schedules or company holidays, this course will demonstrate ten different ways you can share a calendar among your coworkers, including both physical (printed) and online calendars.

Many people make do with makeshift calendars taped on a wall or emailed around the group, where updates require handwritten adjustments or another email out to the group. There is a better way

In fact in this course we'll take a look at ten different ways you can professionally share your calendar among a group or team.



2+ hours


18 modules

Get It Done:
Managing Emails

Managing Emails


Take control of your inbox!

For many people email is a source of stress, when it really should be a valuable productivity tool. In this course we'll show you how to combine email best practices with the tools in Microsoft Outlook in order to effectively manage your email.



Learn what you want, when you want... and do it right inside Microsoft TEAMS!

Contact Axis First for more details about the BIGGER BRAINS APP.





CONTACT AXIS FIRST ON **01278 421020**
TO LEARN MORE ABOUT OUR LATEST
BIGGER BRAINS TRAINING MODULES