

Infinity Self-Development Library

Course List – IT Skills

365 An Introduction

- Microsoft 365 - Introduction

365 Excel

- Microsoft Excel 365 for Beginners
- Microsoft Excel 365 for Intermediates
- Excel Beginners - AutoFill
- Excel Beginners - AutoSum
- Excel Beginners - Formatting Cells
- Excel Beginners - Formatting Numbers
- Excel Beginners - Introduction to formulas
- Excel Beginners - Printing
- Excel Beginners - Ribbons
- Excel Beginners - Rows and Columns
- Excel Beginners - Workbooks and Worksheets
- Excel Intermediate - Charts
- Excel Intermediate - Goal Seek
- Excel Intermediate - IF Statements
- Excel Intermediate - Importing CSV
- Excel Intermediate - Linking Workbooks
- Excel Intermediate - Logical Functions
- Excel Intermediate - Nested IF Statements
- Excel Intermediate - Pivot Tables
- Excel Intermediate - Pivot Tables - Sorting & Filtering
- Excel Intermediate - Popular Functions Part 1
- Excel Intermediate - Popular Functions Part 2
- Excel Intermediate - References
- Excel Intermediate - Scenarios
- Excel Intermediate - Slicers
- Excel Intermediate - Sorting & Filtering
- Excel Intermediate - Sparklines
- Excel Intermediate - XLOOKUP
- Getting started with VBA
- Intermediate - Pivot Charts

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365 Forms

- Microsoft Forms for Beginners
- Microsoft Forms - Branching Questions
- Microsoft Forms - Creating a Form
- Microsoft Forms - Getting Started
- Microsoft Forms - Sharing
- Microsoft Forms - Sharing to Collaborate
- Microsoft Forms - Viewing Responses

365 OneDrive

- Microsoft OneDrive for Beginners
- OneDrive - File Options
- OneDrive - Managing Files
- OneDrive - Sharing Files
- OneDrive - Syncing Folders
- OneDrive - Uploading

365 OneNote

- Microsoft OneNote for Beginners
- Microsoft OneNote - Drawing
- Microsoft OneNote - Formatting
- Microsoft OneNote - Inserting
- Microsoft OneNote - Introduction
- Microsoft OneNote - Searching
- Microsoft OneNote - Sharing
- Microsoft OneNote - Taking Notes
- Microsoft OneNote - View tab



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Course List – IT Skills

365 Outlook

- Microsoft Outlook for Beginners
- Microsoft Outlook for Intermediates
- Outlook Beginners - Attachments
- Outlook Beginners - Contacts
- Outlook Beginners - Creating an email
- Outlook Beginners - Make appointments in the Calendar
- Outlook Beginners - Organising Emails
- Outlook Beginners - Replying to an email
- Outlook Beginners - Signatures
- Outlook Beginners - Views
- Outlook Intermediate - AutoArchive
- Outlook Intermediate - Instant Search
- Outlook Intermediate - Junk Email Options
- Outlook Intermediate - Meetings & Appointments
- Outlook Intermediate - Notes
- Outlook Intermediate - Quick Steps
- Outlook Intermediate - Rules & Alerts
- Outlook Intermediate - Tasks
- Outlook Intermediate - The Options Menu

365 Power BI

- Microsoft Power Bi - A Worked Example
- Microsoft Power Bi for Beginners
- Power Bi - Database Linking
- Power Bi - DAX Expressions
- Power Bi - Filtering
- Power Bi - Get Data
- Power Bi - Introduction
- Power Bi - Linking Tables
- Power Bi - The View tab

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Course List – IT Skills

365 PowerPoint

- Microsoft PowerPoint for Beginners
- Microsoft PowerPoint for Intermediates
- PowerPoint Beginners - Font Styles
- PowerPoint Beginners - Line spacing & Alignment
- PowerPoint Beginners - Navigation
- PowerPoint Beginners - Slides
- PowerPoint Beginners - Templates
- PowerPoint Beginners - Text Boxes
- PowerPoint Beginners - Themes
- PowerPoint Beginners - Transitions
- PowerPoint Beginners - Undo, Redo and Repeat
- PowerPoint Intermediate - Adding Videos
- PowerPoint Intermediate - Animations
- PowerPoint Intermediate - Audio & Images
- PowerPoint Intermediate - Charts
- PowerPoint Intermediate - Creating Custom Templates
- PowerPoint Intermediate - Format Text Boxes
- PowerPoint Intermediate - Multiple Presentations
- PowerPoint Intermediate - Notes & Handouts
- PowerPoint Intermediate - Shapes
- PowerPoint Intermediate - Tables

365 Project

- Microsoft Project for the web
- Microsoft Project for the web - Board View
- Microsoft Project for the web - Creating a Project
- Microsoft Project for the web - Group Members
- Microsoft Project for the web - Organising Tasks
- Microsoft Project for the web - Timeline & Sharing

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Course List – IT Skills

365 Sway

- Microsoft Sway for Beginners
- Sway - Adding Content to the Storyline
- Sway - Introduction
- Sway - Templates
- Sway - Topics & Sharing
- Sway - Using Documents

365 Teams

- Microsoft Teams for Beginners
- Teams - File Collaboration
- Teams - Introduction to Microsoft Teams
- Teams - Using Apps in Teams
- Teams - Using Channels in Teams
- Teams - Using the Command Bar in Teams
- Teams - Using Whiteboards in Teams

365 Whiteboard

- Microsoft Whiteboard for Beginners
- Whiteboard - Adding Text, Notes and Images
- Whiteboard - Getting Started
- Whiteboard - Ink to Shape
- Whiteboard - Inserting Documents
- Whiteboard - Introduction
- Whiteboard - Sharing & Collaborating
- Whiteboard - Using Templates



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Course List – IT Skills

365 Word

- Microsoft Word for Beginners
- Microsoft Word for Intermediates
- Word Beginners - Find & Replace
- Word Beginners - Font Effects
- Word Beginners - Headers & Footers
- Word Beginners - Saving & Printing
- Word Beginners - Sorting
- Word Beginners - The Editor Tool
- Word Beginners - Using the Ribbon
- Word Intermediate - Advanced Printing
- Word Intermediate - Borders & Shading
- Word Intermediate - Inserting Images
- Word Intermediate - Mail Merge
- Word Intermediate - Navigation Pane
- Word Intermediate - SmartArt
- Word Intermediate - Templates
- Word Intermediate - Themes
- Word Intermediate - Track Changes

Computer Safety

- Creating Strong Passwords
- Keeping Digital Systems Up to Date
- Using Emails Safely

MySQL

- An Introduction to MySQL
- MySQL - Further Skills
- MySQL - Aggregate Functions
- MySQL - Basic Statements
- MySQL - Creating a Table
- MySQL - Data Types

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- MySQL - Inner Joins
- MySQL - Inserting Data
- MySQL - Introduction
- MySQL - Joining multiple tables
- MySQL - Left joins
- MySQL - Select Statements
- MySQL - Using aggregate functions
- MySQL - What is a Join?

Using AI

- AI - History and Development
- AI Use in the Workplace
- Everyday Uses of AI
- Exploring AI Capabilities
- The Benefits, Risks and Ethical Considerations of AI
- Types of AI Model and How they are Trained
- Using Generative AI Effectively
- What is AI?

