

Digital Academy Screenshots

Digital Academy – Advanced Level Home Screen:

The screenshot displays the 'Digital Academy - Advanced' home screen. At the top, there is a navigation bar with 'Topic Community' and '9 members'. Below this is a green banner with the text 'Digital Academy - Advanced'. The main content area is divided into two sections: 'Overview' and 'Learning Catalog'. The 'Learning Catalog' section features a search bar and a 'Show Filters' button. It lists three courses:

- Creating a fillable form using Word - Web Link** (5 stars): Word can be used for more than just creating text documents. This video will show you how to create a dynamic form using Word containing drop-down tables, check boxes, and more!
- 19 Advanced Excel shortcuts - Web Link** (5 stars): This video goes through 19 helpful Excel shortcuts that will make you more efficient on Excel and help you feel like a pro!
- How to create Live Events in Microsoft Teams - Video** (5 stars): This video will show you how to create a Live Event in Teams. It also covers why they're different to a meeting or webinar and when you might choose to use one over another.

Digital Academy – Intermediate Level Home Screen

The screenshot displays the 'Digital Academy - Intermediate' home screen. At the top, there is a navigation bar with 'Topic Community' and '12 members'. Below this is a green banner with the text 'Digital Academy - Intermediate'. The main content area is divided into two sections: 'Overview' and 'Learning Catalog'. The 'Learning Catalog' section features a search bar and a 'Show Filters' button. It lists several courses:

- MS365 The one where you learn how to add a link to your channel (MS365)** (5 stars): We show where you have to go to add a link to your channel.
- MS365 Communicating, meeting and sharing with MS365** (5 stars): Bring that group chat, meeting and file to communicate and share.
- Video recording of MS365 training session Jan 2022** (5 stars): Video recording of MS365 training session from Jan 2022.
- Bring back changes in MS Word - Web Link** (5 stars): Learn how to properly manage back changes in MS Word using the shared team document.
- How to use Webinars in Microsoft Teams - Video** (5 stars): This 10-minute video will show you how to plan and run webinars using MS Teams. It also covers how a webinar is different to a meeting and when you might choose to use it.
- Top 20 tips and tricks for Microsoft Teams - Video** (5 stars): This 20-minute YouTube video by a former Microsoft employee covers the 20 tips and tricks you should know when you're using Microsoft Teams.
- Bring MS Word - Add images (MS365)** (5 stars):

Digital Academy – Beginner Level Home Screen:

