

# Computer Skills Webinar Series

2025 via WEBINAR

## INSTRUCTOR Knack Trainers

## WEBINAR PROGRAM SERIES

See list (right) for program times for each webinar class.

## REGISTRATION

**Cost:** 4 Skill Builder credits per cooperative to attend all 7 webinars in 2025 (unlimited attendees) OR 3/4 SB credit per cooperative per webinar if taken a la cart

Contact Wendy for pricing if you are not in the Skill Builder pre-payment program.

### Register online at:

[http://www.weca.coop/calendar\\_list.asp](http://www.weca.coop/calendar_list.asp)

## REGISTRATION DEADLINE

One week before each class (*register ALL attendees on each event page*)

## FOR MORE INFORMATION

Contact Wendy Fassbind at (608) 467-4589 or [wendy@weca.coop](mailto:wendy@weca.coop)

Back by popular demand, WECA is offering a computer skills webinar series in 2025. We have a limit of 50 total connections for each webinar, so we are asking for a limit of 2 webinar connections per co-op (depending on the number of co-ops registered for each course). Please register ALL your attendees on each of the event dates so that we have accurate course records for your employees.

## 2025 COMPUTER SKILLS WEBINAR SERIES

**January 21** ~ Teams 1: Understanding Microsoft Teams (9–11 a.m.)

**March 18** ~ Professional PowerPoint: Core Skills (9–10:30 a.m.)

**May 20** ~ Teams 2: Chat and Meetings (9–11 a.m.)

**June 12** ~ Secure and Ethical Use of Copilot (9–11 a.m.)

**July 22** ~ Outlook and OneNote Integrations for Information Management (9–10:30 a.m.)

**October 8** ~ Teams 3: Creating Teams and Channels (9–11 a.m.)

**December 10** ~ Using Copilot Effectively in Microsoft Word (9–10 a.m.)

*\*Topic descriptions continued on the next page.*

## Thank you to our program sponsors!



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**January 21, 2025**

## **Teams 1: Understanding Microsoft Teams (9–11 a.m.)**

Microsoft Teams is the modern hub of communication and collaboration in the Microsoft 365 Suite. Understanding the tools available within it, and the customization the end user can have over it, is very valuable.

**Topics include:**

- Navigating the Teams areas
- Customizing Teams settings
- Introduction to Chat and Teams
- Finding and using files

**March 18, 2025**

## **Professional PowerPoint: Core Skills (9–10:30 a.m.)**

Most business professionals are using PowerPoint without proper training. There are a small number of critical, foundational ideas in PowerPoint that can either make your work creating slide shows easy or difficult, and this session focuses on those core elements.

**Topics include:**

- Understanding presentation templates, themes, and slide masters
- Controlling the color scheme of the presentation
- Unifying font choices across a presentation
- Cleaning up problematic presentations in seconds

**May 20, 2025**

## **Teams 2: Chat and Meetings (9–11 a.m.)**

The Chat space in Microsoft Teams encompasses the small-group, spontaneous collaboration that is so valuable to businesses. It is also the primary space for video conferencing meetings and where the work accomplished in those meetings is saved.”

**Topics include:**

- Starting and managing conversations
- Modifying notification settings
- Sharing files with OneDrive
- Scheduling and organizing meetings
- Leading meetings and sharing content

**June 12, 2025**

## **Secure and Ethical Use of Copilot (9–11 a.m.)**

Microsoft Copilot is a powerful tool to enhance your productivity and creativity. However, it also comes with a number of ethical and security challenges you should be aware of, and address. In this session, we help you understand the core principles of responsible use of Artificial Intelligence, and how to apply them in your workplace.

**Topics include:**

- Understanding the core principles of ethical AI usage
- Ensuring data privacy and security with Copilot
- Integrating Copilot within organizational workflows
- Preventing the misuse of sensitive information

## July 22, 2025

### Outlook and OneNote Integrations for Information Management (9–10:30 a.m.)

In the modern office, we receive an extraordinary amount of information daily. Much of this comes through the Outlook inbox, but folders aren't the best way to organize, use, and find that information. Instead, OneNote integrates seamlessly with Outlook to provide a significant improvement in power and flexibility.

#### Topics include:

- Sending emails and attachments to OneNote notebooks
- Sharing content in OneNote via email and Teams
- Organizing and repurposing information in OneNote
- Taking meeting minutes in OneNote
- Sharing notes with the attendees of a meeting
- Tracking contact information in OneNote
- Creating Outlook tasks from notes

## October 8, 2025

### Teams 3: Creating Teams and Channels (9–11 a.m.)

Team space in Microsoft Teams is used for organized, structured collaboration around the essential groups within an organization—divisions, departments, teams, and project-specific groups. By creating and organizing a Team effectively, the group is given a valuable, ongoing space for discussion, meetings, file sharing, task management, and more.

#### Topics include:

- Understanding and creating teams
- Modifying team settings and membership
- Organizing conversations and meetings within the team
- File sharing and coauthoring
- Planning the life cycle of a team

## December 10, 2025

### Using Copilot Effectively in Microsoft Word (9–10 a.m.)

Microsoft Copilot gives workers the opportunity to leverage artificial intelligence directly within Microsoft Word, for both Word-specific, and broader applications. In this seminar, discover the tools Copilot gives us to make us more effective and efficient.

#### Topics include:

- Summarizing the contents of documents and transcripts with Copilot
- Discovering and converting useful content from across the organization
- Creating more accessible documents with artificial intelligence
- Rewriting and matching content to the audience