

Bring the dopamine-rich, skill-building morale event to your team!

The Microsoft Productivity Experience

Help your valued employees harness the full power of your M365 investment

PHASE ONE

Raise baseline skills

The Program

This transformative program is designed to elevate your team's tech skills to boost performance, inspire innovation, and achieve extraordinary results.

Available formats: **In-Person, Online, and On Demand**

I couldn't believe how many things you showed that will make my job easier. I told my boss how great the class was. Now he is going to sign up.

~ Kim M.

Part 1: Windows, Word, Excel, & PowerPoint Tips (90 minutes to 2 hours)

- Get to the desktop, explorer, or clipboard history in one shortcut.
- Quickly view another time zone without going online.
- Split your screen for better multitasking.
- View and erase harmful metadata from your files.
- Create dynamic, on-brand deliverables in minutes, not hours.
- Work in Excel like a magician, confidently and efficiently.
- Create a unified slide deck in PowerPoint from multiple speakers.

Part 2: Outlook Tips - Classic, Web, and New Outlook (90 minutes to 2 hours)

- Time-saving tips in Classic Outlook to simplify your work.
- Discover highly requested new features available in Outlook on the Web.
- Understand why New Outlook looks SO different.
- Pro tips on customizing the look of New Outlook.
- Manage tasks in Outlook using the To Do app.
- Resolve potential issues to ensure a smooth transition from Classic to New Outlook.

Part 3: Microsoft 365 Copilot Tips (90 minutes to 2 hours)

- Understand the difference between OneDrive, Teams, SharePoint, and OneNote.
- Navigate and make the most of your M365 apps.
- Tips and tricks to help you seamlessly integrate Microsoft 365 Copilot into your workflow.
- Discover free app solutions within M365 that can replace costly third-party apps.
- Utilize the powerful search feature of M365 to find what and who you need quickly.

I found myself saying WOW many times over thinking about how much time I could be saving myself. This was priceless.

~ Patty G.

About the Instructor

When Bill Gates' team needed help raising their Microsoft productivity skills even higher, they turned to Vickie Sokol Evans. For the last three decades, she has trained the world's smartest people how to use their technology better to get more done in less time. Clients include The New York Times, Starbucks, Stanford University, Duke University's football team, UK's Parliament, Buckingham Palace, and countless others.

Schooled in improv comedy, Vickie is witty, sharp, and passionate about teaching and transforming lives through technology. She is the author of the best-selling book "100-Life Changing Tips Using Microsoft Office" and founder of RedCape, headquartered in Austin, Texas.



Vickie Sokol Evans

Yesterday, I attended your workshop hosted by our company and wanted to tell you how much I enjoyed not only the content but also your training/presentation style – engaging, intelligent, seamless flow and cadence, humorous, relatable...the perfect package! You promised the 2 hours would go by fast and it certainly did. I hope I'm fortunate enough to attend another one of your sessions sometime down the road.

~ Steve Monson, Content Development Supervisor, IWCO

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RedCape
@redcapeco

Schedule a strategy call:
redcapeco.com/training/team

PHASE TWO

Enhanced skills through monthly mastery

For those committed to lifelong learning and who want to keep their tech skills up to date

redcapeco.com/academy

SUBSCRIPTION

\$30/month per person or \$300/year USD

The RedCape Academy (RCA)

Live Classes the 2nd Tuesday @ 12PM Eastern

redcapeco.com/academy-calendar

Plus, Library of On Demand Classes (80+ hours)

Start Here (prerequisites)

- Create your 12-month plan
- Phase One:** Microsoft Productivity Experience (**on reverse**)
- Understanding File Management Using M365

Microsoft 365 Learning Path

- Personal Collaboration using OneDrive
- Team Collaboration using M365
- Intro to Teams
- Collaborate using OneNote
- Microsoft 365 Workflow Tips
- Get Things Done with Microsoft To Do
- Microsoft Planner
- SharePoint Super Series
- Tracking Information in Microsoft Lists

Excel Learning Path

- Excel Tables
- Excel Functions Workshop
- Excel Skills for your Personal Finances
- Event Planning using Excel
- Excel Formatting Magic
- Pivot Tables 101
- Microsoft Excel Charts

Word Learning Path

- Word Styles 101
- Themes Colors and Font Sets
- Paragraph Formatting Tips
- Automate your work using Style Sets
- Word Headers and Footers
- Microsoft Word Collaboration
- Mail Merge Made Easy

Generative AI & Copilot

- Generative AI & Copilot: START HERE
- Navigating Microsoft AI: Your Copilot Learning Journey
- Manage Your Career using Copilot
- Using AI in your Teams Meetings
- Plan Travel using Microsoft Copilot
- GenAI Privacy & Security
- Copilot & Outlook
- Copilot & Microsoft Graph
- Copilot & Excel
- Copilot & Word
- Copilot & PowerPoint
- Copilot & Other M365 Apps
- Get Creative with Copilot

Outlook Learning Path

- Classic Outlook: Calendaring & Contacts
- Classic Outlook: Automate your Work
- Classic Outlook: Outlook for Delegates
- Outlook on the Web
- Fall in Love with New Outlook
- Create Outlook Rules & Do Less Work

PowerPoint Learning Path

- PowerPoint Essentials Workshop
- Using SmartArt to Tell Your Story
- Working with Images

PHASE THREE

Develop experts with Microsoft 365 certification

redcapeco.com/mos

Tuition \$3,975 per person

MOS Certification Program (MOSCP)

Ready to achieve the highest level of M365 expertise and add immediate value to your team? Join the all-inclusive certification program that gives you everything you need to achieve MOS Associate level (3 exams) or MOS Expert level (5 exams) in less than one year. Our unique study methodology, tasked-based emails, monthly meet ups, study halls, and support from real humans contribute to our 99.5% pass rate, the highest in the industry. The program includes everything in level 1 and level 2 above.

Exams available: PowerPoint, Outlook, Word, Word Expert, Excel, and Excel Expert.

Speak to a RedCape advisor: redcapeco.com/talk-mos

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