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YORK
ST JOHN
UNIVERSITY

Library &
Learning Services

Digital Training Software Courses

Digital Training Courses

Digital Training offer courses or individual help in a wide range of software. Courses are hands-on and most are one hour. All are offered in our training room, FT208 in the York Fountains Library. Most courses can be offered as individual tutorials online but some are not suited to larger online groups.



[Book upcoming courses](#)

If the course you want is not available or you would like to request a different date or time then please let us know.

Most courses can also be tailored and offered to staff or student groups.

If you have any questions or requests, then please contact digitaltraining@yorks.ac.uk
Or <https://www.yorks.ac.uk/library/digital-training-and-support/>



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Regularly Scheduled Courses

These are our most popular courses that we schedule regularly. If you like the sound of a course but can't make the date and time, then contact digitaltraining@yorks.ac.uk to discuss. You can also request courses on any of the software and systems mentioned in this brochure.

Staff1: Staff intro to YSJ IT systems

A brief overview for staff of key York St John IT systems.

Audience: YSJ Staff only – students please book a tutorial with us

Prior knowledge: None

Format: One hour in person on York Campus or online using Microsoft Teams

This course includes:

- Logins and accounts
- Office 365 including Email, OneDrive, Bookings, Teams and SharePoint
- Downloading office, using AppsAnywhere, Campus WiFi and Printing
- Brief mention of YSJ systems including Intranet, Timetable, U:Drive, VDI, E:Vision, SITS
- Moodle*, Turnitin*, Engage, Qualtrics, Mahara, PebblePad
- Other Teams that can help

* General introduction. Academic staff will also want to contact the TEL team for advice on setting up courses and assignments

Bookings1: Setting up Microsoft Personal Bookings for tutorials

Using Microsoft Personal bookings to provide an automated tutorial booking service.

Audience: YSJ staff only

Format: One hour online using Microsoft Teams

Prior knowledge: None

Microsoft Bookings is part of Microsoft 365 and is available to YSJ staff with A3/5 licence to automate a booking service that is cross checked with your Outlook calendar. This course focusses on setting up a personal tutorial booking service.

If you want to use the Shared Bookings service then please contact digitaltraining@yorks.ac.uk to arrange a bespoke session. The Shared Bookings service allows for a more complicated arrangement involving multiple members of staff, linking to a shared mailbox, or allowing additional questions to be added to gather information.

We can also provide bespoke sessions of this Personal Bookings course (or the Shared Bookings course) for teams within the University.

This course includes:

- Who has access to a Bookings licence, Getting into Bookings
- Personal vs shared bookings calendars
- Creating a personal bookings calendar including different meeting types and editing the schedule
- Managing, moving and cancelling bookings
- Troubleshooting Bookings
- Time to set up your own personal Bookings calendar whilst help is available



Regularly Scheduled Courses

Accessible1: Making documents accessible

Using the simple tools within Microsoft programs to make documents accessible to a wide audience.

Audience: All YSJ students and staff

Format: One hour in person on York Campus or London Campus

Prior knowledge: None

Making documents accessible is important for everyone. It allows people with disabilities to access and understand the information found in documents. As well as being best practice, new regulations are in force for all public sector bodies' websites. Learn how to make Word documents, PowerPoint presentations, Excel Spreadsheets and PDFs accessible in a few easy steps. This course can be customised for different teams or delivered to student groups.

This course includes:

- Using the built-in accessibility checkers
- Using heading styles for structure
- Creating accessible images, tables and hyperlinks
- Other aspects of accessibility
- PowerPoint and Excel, Accessibility
- Brief discussion of other YSJ systems

Excel1: Getting started with Excel

This course will introduce the concepts and basic tools of Excel providing a sound basis to begin making and using Excel sheets.

Format: One hour in person on York Campus or as [self-paced Excel video courses](#)

Audience: All YSJ students and staff **Prior knowledge:** None



Excel1 is the first in a series of five Excel courses designed to cover all the key aspects of Excel. The other individual sessions can be booked according to your interests and do not have to be taken in order although we do recommend Excel1 before the others.

If you are interested in a MOS (Microsoft Office Specialist) qualification, then the five courses cover most of the MOS objectives in an introductory manner.

This course includes:

- What is a spreadsheet
- Storing data and formatting numbers,
- Changing the appearance of cells and copying formats
- Copying, auto-filling and moving cells
- Performing calculations and copying formulae.
- Using range formulae, SUM and AVERAGE
- Managing columns, rows and cells. Adjusting, inserting and deleting
- Working with large sheets of data, freezing titles, defining a print area for paper and PDFs
- Creating basic tables. Sorting and filtering data.
- Saving work, OneDrive benefits and Excel online



Regularly Scheduled Courses

Excel2 & Excel3 are in our series of five Excel courses designed to cover all the key aspects of Excel. The other individual sessions can be booked according to your interests and do not have to be taken in order although we do recommend Excel1 before the others.

If you are interested in a MOS (Microsoft Office Specialist) qualification, then the five courses cover most of the MOS objectives in an introductory manner and then our **MOS2 Excel Preparations** course fills in some more gaps.

Excel2: Making sense of data

Importing, using, highlighting and controlling entry to sheets of data.

Format: One hour in person on York Campus or as [self-paced Excel video courses](#)

Audience: All YSJ students and staff

Prior knowledge: Basic Excel skills equivalent to Excel1

This course includes:

- Using tables to display, sort and filter data
- Other features of tables
- Using structured table references for calculations
- Using conditional formatting to highlight data
- Data validation including lists



Excel3: Using formulae

This course will help you understand and build more complex formulae to create active worksheets using structured references.

Format: One hour in person on York Campus or as [self-paced Excel video courses](#)

Audience: All YSJ students and staff

Prior knowledge: A good knowledge of common Excel features

This course includes:

- Define named range and navigate to it
- Insert relative, absolute, and mixed references including named ranges
- Paste data by using special paste options
- Use structured references and brackets in formulae
- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), COUNTBLANK() and COUNTIF() functions
- Trapping errors using IFERROR()
- Perform conditional operations by using the IF() function



Regularly Scheduled Courses

Excel4 & Excel5 are in our series of five Excel courses designed to cover all the key aspects of Excel. The other individual sessions can be booked according to your interests and do not have to be taken in order although we do recommend **Excel1** before the others.

If you are interested in a MOS (Microsoft Office Specialist) qualification, then the five courses cover most of the MOS objectives in an introductory manner and then our **MOS2 Excel Preparations** course fills in some more gaps.

Excel4: Importing data, Pivot tables and charts

Making charts and summarising data using pivot tables.

Audience: All YSJ students and staff

Format: One hour in person on York Campus or as [self-paced Excel video courses](#)

Prior knowledge: A good knowledge of common Excel features

This course includes:

- Using text to columns to split data
- Importing CSV files using Power Query
- Formatting data for Pivot tables
- Creating Pivot tables
- Basic Pivot controls
- Pivot charts
- Printing a Pivot table
- Create charts and chart sheets
- Add data series to charts, switching rows and columns
- Add and modify chart elements including alt text
- Apply chart layouts and styles



Excel5: More formulae

This course covers more formulae and looks at approaches to building more complex solutions.

Audience: All YSJ students and staff

Format: One hour in person on York Campus or as [self-paced Excel video courses](#)

Prior knowledge: Completion of Excel 3 Course (Using Formulae)

This course includes:

- Generate numeric data using RANDBETWEEN() and SEQUENCE()
- Sort data by using the SORT() function
- Get unique values by using the UNIQUE() function
- Format text by using RIGHT(), LEFT(), MID(), UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions
- Use the formulae above to solve real world data handling issues



Regularly Scheduled Courses

Word 1: Dissertation skills

This course is aimed at those writing dissertations including Masters and PhD.

Audience: All YSJ students and staff

Format: One hour in person on York Campus or London Campus

Prior knowledge: basic use of Word

This course includes:

- Heading Styles
- Using heading styles and creating automatic table of contents
- Creating bespoke styles
- Controlling page numbers, headers and footers
- Using captions and tables of figures
- Adding comments and tracking changes
- We will also include the navigation pane, hidden formatting marks, line spacing and many other features
- Additional individual advice is available via tutorial sessions

Microsoft Office Specialist Exams (MOS)

MOS1 Book a MOS Test

When you are ready, book onto a MOS test or contact us to arrange alternative dates.

MOS Preparations

Our MOS preparation courses are intended for those who are already capable with the software and are designed to showcase some of the areas of knowledge that may be required for the test but that may not be familiar.

Our preparation sessions are 90 minutes. For Excel, we recommend you undertake our five Excel courses either in person or via video.

If you are planning to take a MOS test then you should also contact us to get access to the GMetrix practice software.

MOS2 Excel MOS preparations

MOS3: Word MOS Preparations

MOS4: PowerPoint MOS Preparations



Courses by request

The following courses are not all regularly scheduled but can be arranged for individuals or groups. We can provide tailored versions as well.

On York campus up to 12 people can be accommodated easily and larger groups are subject to room availability.

Online, they are available for individuals via Teams. Some courses do not work well online for large groups.

Contact digitaltraining@yorks.ac.uk to discuss.

Microsoft 365 software training and courses

Bookings

See above on page 4 for our courses which are regularly scheduled

Excel

See above on page 5 for details of our Excel courses which are regularly scheduled.

Outlook

Techniques to manage your inbox and calendar.

- Outlook for work – key aspects of Outlook for productivity

PowerPoint

PowerPoint has a wide variety of uses including presentations, posters and video making.

- Getting started with PowerPoint presentations.
We also have a brief [Getting started with PowerPoint video](#) (or QR code)
- Making academic posters PowerPoint
- Making videos using PowerPoint
- PowerPoint MOS Preparations. See above on page 8.



Word

- Getting started with Word.
We also have a brief [Getting started with Word video](#) (or QR code)
- Accessible docs – this course is regularly scheduled see page 5 for more details.
- Dissertation skills – including Masters and PhD see Word 1: Dissertation on page 8
- Mail Merge – personalise letters, stickers and emails with individual data
- Word MOS preparations See above on page 8.



Microsoft Office Specialist Exams (MOS)

See our Microsoft Office Specialist Exams (MOS) section above on page 8.

Courses by request

Getting started with YSJ IT

An introduction to YSJ IT systems

For staff we regularly schedule sessions. See page 4 above for details.

For students and staff, we can also do this as a tutorial. See contact details at the bottom of the page.

Introduction to Microsoft 365, OneDrive

If you need help to get the best out of your YSJ Microsoft 365 account.

Windows

An introduction to Windows 11 including getting Microsoft 365 software onto your device.

Apple Mac

An introduction to Apple Mac including getting Microsoft 365 software onto your device.

Creative Software

Adobe Express Software

Available to all YSJ students and staff. Use Adobe Express for videos, social media, podcasts and more.

Adobe Software

Note that these Adobe courses are only available to staff and students who have been given access to the full Adobe software by IT Support

- InDesign - learn an industry standard tool for laying out leaflets, books and magazines.
- Photoshop – industry standard photo manipulation

Audacity

Multi-tracked audio recording and editing for podcasts

Video making

Videos can be made in PowerPoint (see above on page 9).

We can cover Adobe Express, Microsoft ClipChamp or ScreenPal.



Courses by request

ePortfolio and websites

PebblePad

Work with a pre-made workbook that you have been given or start from a blank creative portfolio. Can also be used to make a blog or simple website.

Mahara – also mahara for EPA

An ePortfolio system used by some courses including apprenticeships for end point assessment (EPA)

Maytas hub

A system used by apprenticeships for tracking Off the Job training hours.

WordPress

Create a public blog or simple website

Research and survey

Word dissertation skills for researchers

Dissertation skills including Masters and PhD see WORD Dissertation on page 8

NVivo

Software to assist with qualitative analysis of material such as interviews. We also can cover transcribing using Word online or Teams.

Qualtrics

Build distribute and analyse surveys

SPSS

Digital Training don't cover the use of SPSS, but you can get book a session with the [Study Skills Maths Tutor](#)





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