Bitesize Sessions July - October

If you're short of time but still want to learn then our Bitesize Thursday sessions are perfect for you!

As the name suggests Bitesize Thursdays are held on a Thursday, virtually over Microsoft Teams. Sessions cover a range of digital topics and vary in length between 30 minutes and 1 hour. All sessions are repeated at 10am, 1pm and 3pm.

Some bitesize session are really popular with lots of our RCTCBC colleagues joining sometimes there are just a few. Some people ask questions, some people just listen but everyone is there to learn.

Booking a Bitesize session…

Booking couldn't be easier, to book on to a Bitesize Thursday, you can find a list of bitesize sessions here and complete our booking form by clicking on the session you want to attend.

13/07/23   Microsoft Planner and Tasks

Learn how to organise and prioritise tasks for yourself and your team with this great Office 365 tool.

20/07/23   Using the ICT Self Service Portal

Not just there when things go wrong, the ICT Self Service Portal can be used log and view calls , request new accounts and so much more.

03/08/23   Managing Shared Files

Sharing files has never been easier, find out how you can collaborate in real time and set permissions for viewing, download and editing.

10/08/23   Powerpoint Presentations

Put the pizazz into your presentations by getting to know how to use the great features available in Powerpoint.

17/08/23   Outlook 365

Not sure how to recall an email or don't know how to create a contact group. This session will help you get to grips with email, calendar and Tasks on Outlook.

14/09/23   Windows Explorer

Learn hints and tips on how to use Windows Explorer to organise access, create, move and copy files.

21/09/23   Bitlocker PINS and Password Security

We can't emphasise enough how important a strong PIN and Password is in RCTCBC's fight against cyber crime. This session takes you through the do's and don'ts and shows you how to change a Bitlocker PIN and create a strong password that meets our password standards.

28/09/23   Teams Meeting Tools

Did you know that there are loads of different things that you can do to make your Teams Meetings more interactive? From backgrounds, break out rooms to adding language interpreters, join to find out more.

12/10/23   Accessibility Tools and Features in Windows 10

Make your digital worklife more inclusive and learn about the accessibility features that you can set to make life easier for yourself or someone else with disabilities or conditions. The session includes to help people with Visual and or hearing impairments, physical conditions and neurodiverse conditions such as Autism Spectrum Disorder, ADHD and dyslexia.

19/10/23   Teams Essentials

New to Microsoft Teams or curious about what else it can do. The Digital Skills Team will walk and talk you through it.

26/10/23   iShare GIS

This little known app, available to all RCTCBC ICT users has some great uses and features that can help you and your team find out more information about RCT.