



National Small Business Week events at Microsoft Store at Bellevue Square

Empowering collaboration in the modern workplace with **SharePoint** and OneDrive for Business

Access, share, and collaborate on all your files from anywhere. Join us for this free, one-hour workshop that will introduce you to OneDrive for Business and SharePoint.

Learn to use **Power BI** to create business insights and data visualization

Introduction to Power BI, the business analytics service that delivers insights to enable fast, informed decisions. Learn how easy it is to transform your data into powerful visuals and share with colleagues on any device.

Empower your small business with **Microsoft Teams**

Workshop introduces you to Teams, the hub for teamwork from Microsoft 365. Teams is a shared workspace where you can chat, meet, share files, and use business apps.

Make your business **more productive** with Microsoft featuring CEO Craig Lewis

Watch Craig Lewis, Author, Founder, and CEO of Gig Wage at the Microsoft Store in Bellevue Square on Tuesday, May 7th. Craig will talk about tips and tricks that he uses daily to make his business more productive. Attend his prerecorded talk and Q&A session on how to make your business more productive with Microsoft. We will also be hosting a short workshop afterwards on some tools you can start using today to make your business more productive.

Get organized with **OneNote for Business**

In this free one-hour workshop, you'll learn how to improve your professional life using OneNote. Set yourself up for success with OneNote productivity skills, and keep everything you need to know in an easy-to-organize digital notebook. Collaborate with colleagues, digitize your business and more!

April—May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 28	April 29	April 30	May 1	May 2	May 3	May 4
	11AM SharePoint	11AM Power BI	10AM OneNote for Business	10AM SharePoint 3PM Power BI	11AM Power BI	12PM Power BI
May 5	May 6	May 7	May 8	May 9	May 10	May 11
	1PM Power BI	10AM Make Your Business more productive with Microsoft 1PM SharePoint	10AM Microsoft Teams	4PM SharePoint	10AM Power BI	12PM SharePoint

For more information, or to sign up, visit microsoft.com/bellevue