Course : Office 2024 migration: challenges, methods and new features

Practical course - 2d - 14h00 - Ref. GPB
Price : 760 € E.T.

NEW

This intensive training course is designed for experienced Office users wishing to migrate to version 2024/2025 (perpetual license). Each module explores the major new features of each application, through practical case studies focusing on efficiency, collaboration and accessibility.

Teaching objectives

At the end of the training, the participant will be able to:

- Discover and master Office 2024's Fluent Design interface
- Identify and use major application upgrades (Word, Excel, PowerPoint, Outlook, OneNote)
- Implement new key functions
- Integrate optimized workflows (session recovery, Accessibility ribbon, etc.)
- Create business use cases and practical scenarios

Intended audience

Office 2016/2021 users wishing to migrate to the latest perpetual version : Office 2024

Prerequisites

Basic knowledge of the Windows environment.

Practical details

Hands-on work

Practical exercises, exchanges and demonstrations.

Teaching methods

Active pedagogy based on assessments throughout the course, exchanges, demonstrations and application exercises.

Course schedule

PARTICIPANTS

Office 2016/2021 users wishing to migrate to the latest perpetual version : Office 2024

PREREQUISITES

Basic knowledge of the Windows environment.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Excel 2024: Automate and visualize your data more effectively

- Fluent interface design and simplified/classic ribbon.
- Advanced functions: LAMBDA, IMAGE, new Text & Array functions.
- Dynamic graphics and alternatives outside Power BI Service.
- XLL supplement safety and enhanced performance.

Hands-on work

Create a dynamic stand-alone dashboard with image integration and advanced functions, then export to PDF and share over the network.

2 Word 2024: Fluidity, accessibility and enhanced collaboration

- Automatic recovery and session management.
- Moving image insertion and ODF support 1.4.
- Accessibility ribbon and "Like" reactions to comments.
- Local advanced search (filter and index options).

Hands-on work

Simulate a crash and restore a document, insert optimized images, test accessibility and advanced search.

3 PowerPoint 2024: Present, save, impact

- Presenting with Cameo and Recording Studio (voice and video recording)
- Microsoft Stream integration and closed captioning
- Drawing mode management and reactions to comments.

Hands-on work

Use PowerPoint 2024's new multimedia features to design an enriched, interactive and inclusive presentation.

4 Outlook 2024: Master search, meetings and productivity

- Boosted instant search and advanced local filters.
- Optimized meeting options (breaks, keyboard shortcuts).
- Accessibility and offline translation ribbon.

Hands-on work

Schedule multiple meetings with customized settings, and perform efficient local searches in emails.

5 OneNote 2024: Write, draw and collaborate more efficiently

- Modernized navigation (hideable panes).
- Enhanced stylus focus and drawing tools.

Hands-on work

Prendre des notes en mode focus, créer un atelier collaboratif structuré.

Dates and locations

REMOTE CLASS
2026 : 18 June, 17 Sep., 10 Dec.

PARIS LA DÉFENSE
2026 : 11 June, 10 Sep., 3 Dec.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.