Publication date : 12/12/2024

Course : Office 2021 migration, getting started

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

This training course will introduce you to the new features of Office 2021 and the Excel, Word, PowerPoint and Outlook software. You'll learn how to use the new functionalities and gain in productivity.

Teaching objectives

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

- Discover and master the new Office 2021 interface
- Identify the new functionalities of this new Office version
- Handle Excel data efficiently with new tools
- Use new tools to create, present and consult Word documents
- Master new functionalities for optimal management of Outlook items
- Optimize your PowerPoint presentations with new tools

Intended audience

Office 2016/2013 users wishing to upgrade to version 2021.

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 2016/2013 users wishing to upgrade to version 2021.

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 What's new in Excel 2021

- Get to grips with the new interface features.
- Master collaborative work and co-publishing.
- Use RECHERCHEX() instead of RECHERCHEV().
- Handle the new LET() function.
- Dynamic array formulas and propagated array behavior: FILTER(), UNIQUE(), ...
- Create customized views in an Excel spreadsheet.

Hands-on work

Use Excel's new functions: SEARCH(), LET(), ... Save your document on OneDrive and share it for more collaborative working.

2 What's new in Word 2021

- Managing line focus in the immersive player.
- Use dark mode.
- Find what you need with Microsoft Search.
- Save your documents in the Cloud.

Hands-on work

Use the immersive player function, dark mode and advanced searches.

3 What's new in PowerPoint 2021

- Use collaboration by linking to a slide.
- Manage tab "Draw".
- Reread a sequence of ink strokes.
- Handle the new features of slideshow recording.
- Master new multimedia content Icons.

Hands-on work

Use the tools in the "Draw" tab, create a collaboration link to a slide and insert content from Icons into a slide.

4 What's new in Outlook 2021

- Master instant search to find e-mails quickly.
- Use the translator.
- Create and manage groups.
- Learn how to manage "Calendar".

Hands-on work

Use instant search.

Dates and locations

REMOTE CLASS
2026 : 18 May, 28 Sep.

PARIS LA DÉFENSE
2026 : 18 May, 28 Sep.

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.