

# e-learning channel Outlook 2021 / 2019 / 2016

Practical course - 0,5d - 04h50 - Ref. 80U

Price : 190 CHF E.T.

NEW

Gérez vos mails et organisez votre travail avec Outlook ! Cette chaîne spécialisée vous permettra d'optimiser la gestion des e-mails, des contacts et du calendrier sur Outlook. Apprenez à gagner en efficacité et à automatiser vos tâches pour gagner en efficacité au quotidien. Au début de votre formation, vous serez amené à sélectionner la version d'Outlook de votre choix (2021/2019/2016).

## Teaching objectives

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

- ✓ Master essential Outlook functions.
- ✓ Use advanced commands.
- ✓ Communicate and organize your activities.

## Intended audience

Anyone wishing to learn how to use Word.

## Prerequisites

Basic knowledge of the Windows environment.

### PARTICIPANTS

Anyone wishing to learn how to use Word.

### 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.

### 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.

## Practical details

### Digital activities

The Office structure: Cloud-based software installation, recorded courses, expert videos and best practice sharing.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

## Course schedule

### 1 Outlook, optimizing email usage (2021/2019/2016)

- Start your training.
- Manage messages.
- Manage messaging.
- Manage contacts.
- Organize your calendar.
- Manage tasks and notes.
- Customize Outlook environment.
- Handling folders.

## Options

Certification : 100€ HT

### 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.