

Word 2021 / 2019 / 2016 e-learning channel

Practical course - 2d - 18h05 - Ref. 8WO

Price : 290 CHF E.T.

NEW

Maîtrisez Word et optimisez votre productivité ! Cette chaîne spécialisée vous permettra d'utiliser toutes les fonctionnalités du logiciel Word. Découvrez les outils essentiels, gagnez en efficacité et apprenez à créer des documents professionnels en toute simplicité. Au début de votre formation, vous serez amené à sélectionner la version de Word de votre choix (2021/2019/2016).

Teaching objectives

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

- ✓ Master the various Word functions.
- ✓ Familiarity with the different themes in Word.
- ✓ Use Word's advanced features.

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.

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.

Course schedule

1 Word, from basics to advanced (2021/2019/2016)

- Getting off to a good start.
- Discover Word and complete a simple text.
- Apply a minimal layout to the text.
- Present paragraphs and reorganize text.
- Layout, pagination and printing.
- Manage tabs and lists.
- Discover must-have features.
- Avoid tedious data entry.
- Present a table in a text.
- Embellish your texts with graphic objects.
- Print an envelope or produce a mailing.
- Master themes, styles and templates.
- Work on long documents.
- Finalize long documents.
- Working with others.
- Going the extra mile.
- Discover use cases with a Microsoft 365 subscription (Word 2021/2019).

Options

Certification : 100€ HT