

Course : Assistant: optimize your activities with Microsoft Office

Word, Excel, PowerPoint, Outlook

Practical course - 2d - 14h00 - Ref. OOA

Price : 1500 CHF E.T.



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This training course is dedicated to assistants wishing to improve their efficiency with the Microsoft Office 2019 suite. It will enable you to meet the specific needs of your profession: administrative management, organization, communication and project follow-up.



Teaching objectives

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

- ✓ Make the most of Office 2019's advanced features for administrative tasks
- ✓ Optimize document management and digital filing
- ✓ Streamline communication and monitoring of activities
- ✓ Improve efficiency in the production of professional documents
- ✓ Efficient diary management and meeting organization

Intended audience

Executive assistants, assistants, secretaries.

Prerequisites

None.

Course schedule

1 Digital organization of the workstation

- Customized configuration of the Office environment.
- Setting up an efficient filing tree structure.
- Use advanced search tools.
- Backup and archiving management.
- Privacy and security settings.

Hands-on work

Configure the workstation according to your needs (folder organization, shortcuts, taskbar customization). Set up a backup plan and archiving system.

PARTICIPANTS

Executive assistants, assistants, secretaries.

PREREQUISITES

None.

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.

2 Word: document production and management

- Create and use templates for common documents (standard letters, direct mail, memos, CR, etc.).
- Automation of recurring documents.
- Change tracking management.
- Form creation.
- Organization of shared documents.

Hands-on work

Creation of a personalized mail template and use of direct mail. Creation of a simple online form. returnchariot Implementation of a document-sharing space.

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.

3 Excel: activity monitoring and analysis

- Creation of administrative dashboards.
- Schedule and resource management.
- Budget tracking and expense reports.
- Automated reporting.
- Use filters and pivot tables.
- Importing and processing tracking data.

Hands-on work

Create a dashboard to track key project indicators. Import data from a CSV file and create pivot tables.

4 PowerPoint: communication support

- Create presentations.
- Standardization of materials according to the graphic charter.
- Preparation of materials for meetings and events.
- Integration of multimedia elements.
- Optimize and customize presentations for different uses.
- Secure distribution and sharing.
- Insert Excel charts and tables.

Hands-on work

Creation of a presentation in line with the company's graphic charter. Integration of videos, animations and graphics.

5 Outlook: management and organization

- Professional messaging organization (sorting/filing rules, priority management, message tracking).
- Multi-agenda management and delegations.
- Optimized meeting planning.
- Organization of tasks and reminders.

Hands-on work

Configure customized sorting and filing rules. Create an agenda and schedule meetings. Use tasks and reminders to manage daily activity.

6 Collaborative and sharing tools

- Document sharing.
- Access and rights management.
- Organization of shared workspaces.
- Real-time tracking of modifications.

Hands-on work

Share a document and track changes. Creation of an online collaborative workspace. Implementation of a version management system for shared documents.

Dates and locations

REMOTE CLASS

2026 : 1 June, 14 Sep., 7 Dec.