

# Microsoft 365 e-learning channel, discovery

**Practical course - 1d - 03h45 - Ref. 8MD**

**Price : 190 € E.T.**

Vous vous demandez comment exploiter pleinement les fonctionnalités de Microsoft 365 pour optimiser votre productivité professionnelle ? Vous souhaitez maîtriser les outils essentiels d'Office Online pour créer, collaborer et communiquer de manière efficace ? Cette chaîne spécialisée sur Microsoft 365 vous expliquera comment exploiter pleinement les possibilités offertes par chacun de ces outils.

## Teaching objectives

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

- ✓ Understand Microsoft 365 tools.
- ✓ Facilitate mobile and collaborative working.
- ✓ Use these tools in a professional context through case studies.
- ✓ Send messages and manage reception.
- ✓ Manage contacts and mail folders.
- ✓ Use the calendar.
- ✓ Use Office Online.
- ✓ Get to grips with Word Online, Excel Online and PowerPoint Online.
- ✓ File sharing and co-publishing.

## Intended audience

Anyone wishing to learn about Microsoft 365 tools.

## Prerequisites

Basic knowledge of the Windows environment.

### PARTICIPANTS

Anyone wishing to learn about Microsoft 365 tools.

### 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.

## Practical details

### Digital activities

IT structure: 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 Microsoft 365, discover use cases (Mobility, online meetings and collaborative working)

- Working on the move.
- Organize, participate in and lead a remote meeting.
- Working with others on a project.
- Maintain personal effectiveness.

### 2 Outlook Online, discover online messaging with Microsoft 365

- Sending and receiving messages.
- Message management.
- Contact management.
- Use of the calendar.

### 3 Office Online, discover the online applications of Microsoft 365

- Office Online.
- Word Online.
- Excel Online.
- PowerPoint Online.
- File sharing and co-editing.

## 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.