Office 2019 e-learning channel

Practical course - 9d - 63h00 - Ref. 8OI
Price : 390 € E.T.

Would you like to transform the way you work with Office suite tools? Would you like to learn how to use all the software? This specialized channel on Office 2019 will enable you to take advantage of the limitless potential of 5 tools recognized in the professional world. From spreadsheets to word processing, you'll master all the features of Outlook, Word, Excel and Powerpoint.

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.
- Master the various features of Word 2019.
- Learn about the different themes in Word 2019.
- Use the advanced features of Word 2019.
- Use Excel 2019 spreadsheet software and its basic functions.
- Generate tables, perform calculations and use formulas.
- Master advanced functionalities (pivot tables, advanced tools).
- Master current and advanced functions.
- Design and personalize presentations.
- Distribute and share your presentations.
- Improve communication quality.
- Customize and enrich a presentation.
- Design and manage an Access database.
- Know the specifics of the Microsoft 365 subscription.
- Working on files with a Microsoft 365 subscription.

Intended audience
Anyone wishing to use the tools in the Office 2019 suite.

Prerequisites
Basic knowledge of the Windows environment.

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 2019, optimizing email usage

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

2 Word 2019, from basics to advanced

- Start your training with the right assets.
- 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.

3   Excel 2019, from basics to advanced

- Getting off to a good start.
- Discover Excel and complete a table.
- Perform initial calculations.
- Present data.
- Print and layout binders.
- Use Excel help.
- Manage sheets and tabs.
- Evolve towards more complex tables.
- Present figures on graphs.
- Enhance graphics presentation.
- Embellish paintings.
- Use data list tables.
- Create and use pivot tables and charts.
- Improve efficiency.
- Use advanced calculation functions.
- Discover unsuspected functionalities.
- Share in total security.
- Find out more.
- Discover use cases with a Microsoft 365 subscription.
- Excel use case: setting up a quality control system.
- Excel use case: analyze library use.
- Excel use case: budget tracking.
- Excel use case: solve a cost minimization problem.

4   PowerPoint 2019, from the basics to advanced training

- Start your training.
- Discover PowerPoint.
- Create your first slides.
- Project and print a slideshow.
- Take care of slide text.
- Turn a speech into slides.
- Illustrate slides.
- Add and manage text and image zones.
- Place tables and diagrams.
- Improve slide management.
- Use masks.
- Enhance presentations with graphic objects.
- Move the slides.
- Successful projections.
- Share and protect presentations.
- Find out more.
- Discover use cases with a Microsoft 365 subscription.

Options
Certification : 400 € HT