Office e-learning channel, from beginner to advanced

by XOS

Practical course - 8d - 196h30 - Ref. 8OE
Price : 270 CHF E.T.

NEW

Want to make the most of your Microsoft Office suite? This specialized channel takes you step-by-step through five essential tools: Word, Excel, PowerPoint, Outlook and Access. Whether you're creating documents, managing data, designing presentations or organizing your communications, you'll learn how to make the most of each program's features. Clear, practical content tailored to your professional needs and level.

Teaching objectives

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

- Master the various Word functions.
- Use Excel spreadsheet software and its basic functions.
- Generate tables, perform calculations and use formulas.
- Master advanced functionalities (pivot tables, advanced tools).
- Designing presentations with PowerPoint.
- Customize and enrich a presentation.
- Design and manage an Access database.
- Master Outlook's essential functions.
- Optimize email usage.
- Use Office-specific collaborative tools (Teams, OneNote, OneDrive)

Intended audience
Anyone wishing to use Office suite tools

Prerequisites
Basic knowledge of the Windows environment.

Practical details

Digital activities

Office structure: tests, lessons, exercises and quizzes.

Mentoring

The tutoring option offers personalized support from an ORSYS trainer who is an expert in the field. Adapted to the needs, abilities and pace of each learner, this tutoring combines asynchronous follow-up (personalized corrections of exercises, unlimited exchanges by message...) and individual synchronous exchanges. The result: better understanding, skills development and lasting commitment to training.

Pedagogy and practice

At the start of each lesson, an entry test enables the learner to assess his or her knowledge and decide which skills are essential. Each lesson is based on a simulation that enables the learner to complete the tasks required. At the end of each lesson, the exercises include a list of tasks to be completed in the real software present on the learners' computers. At the end of each lesson, the quizzes are knowledge tests. If the answer is not correct, the learner must answer repeatedly, until the answer is absolutely correct. Finally, a final test enables the learner to take stock of what he or she has learned.

Course schedule

(1) Word

- [BEGINNER] Create and open documents while efficiently navigating through their content
- [BEGINNER] Modifying and selecting text using copy and move techniques
- [BEGINNER] Apply text and paragraph formatting, including numbered and bulleted lists
- [BEGINNER] Configure page layout, headers and footers, and prepare documents for printing
- [BEGINNER] Use automatic correction and verification tools to ensure text quality
- [INTERMEDIATE] Customize Word's interface by adjusting default options and the Quick Access toolbar.
- [INTERMEDIATE] Create and modify styles and templates for consistent, professional document formatting
- [INTERMEDIATE] Manage multiple documents simultaneously while applying advanced numbering and information sorting techniques
- [INTERMEDIATE] Insert and edit tables, graphics, images and SmartArt to visually enrich your documents
- [INTERMEDIATE] Use calculation and formatting tools to optimize the presentation and analysis of data in your tables.
- [ADVANCE] Create and customize document sections, including cover pages, backgrounds and lettering
- [ADVANCED] Use advanced features such as pagination, automatic insertion and track changes to improve document management
- [ADVANCED] Create tables of contents, illustrations and outlines to structure your documents effectively
- [ADVANCE] Insert and manage interactive elements such as bookmarks, cross-references and hyperlinks to enrich content.
- [ADVANCED] Perform direct mail operations and create envelopes and labels for professional document distribution.

(2) Excel

- [BEGINNER] Navigate the Excel environment and master its basic tools
- [BEGINNER] Create and organize synoptic tables while entering and formatting data correctly
- [BEGINNER] Handling individual cells and cell ranges, and working with lists and workbooks
- [BEGINNER] Create graphs and perform simple calculations using arithmetic formulas
- [INTERMEDIATE] Master the creation of arithmetic formulas and use logic and text functions
- [INTERMEDIATE] Understand references to other cells and learn how to copy data efficiently
- [INTERMEDIATE] Learn to sort and filter data using segments and to search large tables
- [INTERMEDIATE] Use instant fill to divide long entries into individual information in several columns
- [ADVANCED] Create and edit advanced graphics, including SmartArt graphics and drawn objects
- [ADVANCE] Automate tasks by recording and executing macros, while learning how to modify them
- [ADVANCED] Prepare spreadsheets and tables for printing, optimizing their presentation
- [ADVANCE] Understanding workbook security and sharing options for effective collaboration
- [EXPERT] Importing and exporting external data in Excel-compatible formats
- [EXPERT] Create and manipulate pivot tables and graphs, using sorting and filtering
- [EXPERT] Apply advanced functions to perform calculations on complex data
- [EXPERT] Using Excel tools to efficiently process large databases

(3) Powerpoint

- [BEGINNER] Navigate the Microsoft PowerPoint environment and use the different presentation modes
- [BEGINNER] Create a presentation integrating text, images, graphics, symbols and equations.
- [BEGINNER] Precise positioning and editing of text and slide inserts
- [BEGINNER] Choose and adjust the slide layout, while being able to restore the initial layout in the event of unwanted changes.
- [INTERMEDIATE] Insert and edit complex objects in your slides, such as videos, tables, charts and SmartArt graphics.
- [INTERMEDIATE] Organize your presentation by changing the order of slides, dividing them into sections and copying them into other presentations.
- [INTERMEDIATE] Adapt and customize presentation themes to your specific needs, while adding footers.
- [INTERMEDIATE] Use the slide mask for consistent formatting and compare different versions of your presentation by integrating comments.
- [ADVANCE] Configure transitions between slides and add custom animations to each object in your presentation
- [ADVANCE] Modify animation properties and set timing for a smooth, dynamic presentation
- [ADVANCE] Use presenter mode and control options during projection to enhance interaction with your audience
- [ADVANCE] Create customized templates, print your presentation and save it in different formats to suit your needs

4 Access

- [BEGINNER] Create and modify tables using Datasheet mode and Create mode, while applying advanced data types.
- [BEGINNER] Establish and analyze relationships between tables to guarantee data referential integrity
- [BEGINNER] Efficiently navigate tables, search, sort and filter records according to specific criteria
- [BEGINNER] Design Selection queries, including calculated fields and table joins for in-depth data analysis
- [BEGINNER] Automatically generate forms and reports to present data in a structured and accessible way.
- [INTERMEDIATE] Import and copy external data into Access, using Parameter queries and joins to enrich your analyses.
- [INTERMEDIATE] Create and modify aggregation and cross-analysis queries to extract relevant information from your data
- [INTERMEDIATE] Design and customize forms in Create mode, integrating calculated fields, drop-down boxes and subforms.
- [INTERMEDIATE] Apply conditional formatting and advanced options to improve interaction and data presentation in forms and reports
- [INTERMEDIATE] Group and aggregate data, optimize report layout before printing
- [ADVANCED] Create and modify add, update and delete queries, while using SQL to define advanced queries
- [ADVANCE] Develop forms to manage query parameters and associate buttons with macros to automate processes
- [ADVANCE] Evaluate and validate data using macros, integrating automated import and export functions, including XML format
- [ADVANCE] Split a database to improve data management and navigate efficiently in Access' navigation pane
- [ADVANCED] Apply protection and security techniques to secure data, while documenting and printing database objects.

5 Outlook

- [BEGINNER] Navigate the Outlook interface by customizing the display and using help options to optimize your user experience.
- [BEGINNER] Create, edit and send e-mail messages, including attachments, using electronic signatures for professional communication.
- [BEGINNER] Manage your messages efficiently by using folders, categories and rules to organize your inbox and deal with junk mail.
- [BEGINNER] Track and process incoming messages, using search and tracking functions to ensure you never miss an important communication.
- [BEGINNER] Automate certain tasks with automatic responses and quick actions to improve your email productivity.
- [INTERMEDIATE] Create and print contacts while efficiently managing your address book and forming contact groups for simplified communication
- [INTERMEDIATE] Plan and modify calendar events, including full-day and periodic events, for optimum management of your schedule.
- [INTERMEDIATE] Manage calendar items by sending invitations and sharing your calendar with other users for seamless collaboration
- [INTERMEDIATE] Use tasks to organize your priorities and track your progress, while using the diary to document your activities.
- [INTERMEDIATE] Take notes and integrate them into your workflow to capture important ideas and improve productivity.
- [ADVANCE] Plan and manage meetings by accepting invitations, proposing new times and cancelling meetings if necessary.
- [ADVANCE] Assign tasks to colleagues and display their calendars for better team coordination and collaboration
- [ADVANCE] Share information with other users by configuring delegate authorizations and working efficiently offline
- [ADVANCED] Import and export data using Outlook data files for seamless information management.
- [ADVANCED] Create and send customized forms, while working with advanced forms to meet your specific needs.

(6) Office 365

- [BASE] List the main features and applications of the Microsoft Office 365 suite on your workstation.
- [BASE] Setting up Microsoft Office 365 on your workstation
- [BASE] List the main features and applications of the Microsoft Office 365 suite on mobile devices.
- [TEAMS] List the main features and uses of MS Teams
- [TEAMS] Creating teams and channels in MS Teams
- [TEAMS] Setting up conferences in MS Teams
- [TEAMS] Cooperate and share in MS Teams
- [NOTES & OUTLOOK] Finding your way around OneNote 365
- [NOTES & OUTLOOK] Navigating the menus and configuring Outlook 365
- [NOTES & OUTLOOK] Perform basic tasks and quick actions in Outlook 365
- [NOTES & OUTLOOK] Learn how to use the Outlook 365 calendar
- [ONEDRIVE & SHAREPOINT] List Microsoft OneDrive features for personal use
- [ONEDRIVE & SHAREPOINT] List the features and business uses of Microsoft OneDrive Enterprise
- [ONEDRIVE & SHAREPOINT] List SharePoint Online features and common uses
- [ONEDRIVE & SHAREPOINT] How to work with sites in SharePoint
- [SUITE BUREAUTIQUE] List the main features and uses of MS Word Online
- [SUITE BUREAUTIQUE] List the basic functions and uses of Excel 365
- [SUITE BUREAUTIQUE] Using Excel 365's formatting functions and tools
- [SUITE BUREAUTIQUE] List the advanced features of Excel 365
- [SUITE BUREAUTIQUE] List the main features and uses of MS PowerPoint Online