

# Office 2016 e-learning channel

*Practical course - 1d - 06 - Ref. 8OF*

*Price : 390 CHF E.T.*

Vous souhaitez transformer votre façon de travailler avec les outils de la suite Office ? Vous souhaitez apprendre à utiliser l'ensemble des logiciels ? Cette chaîne spécialisée sur Office 2016 vous permettra de tirer parti du potentiel sans limite de 5 outils reconnus dans le monde professionnel. Des tableurs en passant par le traitement de texte vous maîtriserez l'ensemble des fonctionnalités des logiciels Outlook, Word, Excel, Powerpoint.

## Teaching objectives

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

- ✓ Master Outlook's essential functions.
- ✓ Use Outlook's advanced features.
- ✓ Optimize email usage.
- ✓ Master the various features of Word 2016.
- ✓ Learn about the different themes in Word 2016.
- ✓ Use the advanced features of Word 2016.
- ✓ Use Excel 2016 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.

## Intended audience

Anyone wishing to use the tools in the Office 2016 suite.

## Prerequisites

Basic knowledge of the Windows environment.

### PARTICIPANTS

Anyone wishing to use the tools in the Office 2016 suite.

### 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, no-installation software, 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 Outlook 2016, optimizing email usage

- Getting off to a good start.
- Essential knowledge.
- Advanced knowledge.

### 2 Word 2016, 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.

### 3 Excel 2016, from basics to advanced

- Getting off to a good start.
- Discover Excel and complete a table.
- Perform initial calculations.

## 4 PowerPoint 2016, 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.

### Options

Certification : 400 € HT