Course : Office 2016/2013, getting started with the software

Practical course - 2d - 14h00 - Ref. EPO
Price : 890 CHF E.T.

This training course will enable you to get to grips with your workstation and the Microsotf Office suite (Word, Excel, PowerPoint and Outlook). It will enable you to create and modify documents and use e-mail.

Teaching objectives

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

- Understand the Office environment and its main tools
- Creating and enhancing Word documents
- Creating tables in Excel
- Creating and optimizing PowerPoint presentations
- Master Outlook's main functions

Intended audience
Anyone who needs to design office documents and communicate via email.

Prerequisites
Basic knowledge of how to use a Windows environment.

Practical details
Hands-on work
Discussions, experience sharing, demonstrations, tutorials and case studies.

Teaching methods
Active pedagogy based on discussion, case studies, training exercises and assessment of skills acquired throughout the course.

Course schedule

PARTICIPANTS
Anyone who needs to design office documents and communicate via email.

PREREQUISITES
Basic knowledge of how to use a 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.

1. Getting to grips with the workstation

- Launch applications and programs.
- View folder contents with Explorer.
- Create, move and rename folders.

Hands-on work
Explore workstation, create, move and rename folders and files. Launch a program.

2. Using Word

- Introduction to the software and tools.
- Create and save a simple document.
- Open and edit a document.
- Text and paragraph formatting.
- Present an enumeration.
- Layout and printing.

Hands-on work
Open, modify and save documents. Create a new document, data entry, formatting, inserting a bulleted list, page layout and printing.

3. Using Excel

- Introduction to the software and tools.
- Design and/or modify a table.
- Formatting tools.
- Save a file.
- Sort and filter a table.
- Layout and printing.

Hands-on work
Open a file, modify contents and save. Create a new Excel file, input, formatting. Learn to sort and filter, layout and print.

4. Using PowerPoint

- Introduction to the software and tools.
- Create a presentation based on the company template.
- Open a presentation and make modifications.
- Insert and modify text boxes. Insert a slide, change slide order.
- Insert an image or table. Projection of the presentation.

Hands-on work
Create, open, modify and save a presentation. Insert text, tables and images. Start and stop slideshows.

⑤ Using Outlook

- Presentation of the messaging software.
- Compose and send a message.
- Insert an attachment.
- Open a message and retrieve an attachment.
- Reply and forward a message.
- File, search and print messages.
- Insert an appointment in the calendar.
- Move, delete an appointment.

Hands-on work

Compose a new message, select recipient(s), insert a file. Reply to a message, forward. Insert an appointment.