Getting started with office automation (Windows 10, Office 2016)

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BPC-41   2 Days (14 Hours)

Description

Whatever your role or the sector of activity in which you work, using a computer is essential. Taking the time to learn about this tool means gaining productivity and comfort every day. This introductory training in Windows 10 and Office 2016 allows you to acquire the right reflexes to get started with your computer and discover the basic functions of Outlook, Word and Excel 2016.

Who is this training for ?

For whom

Beginner office user with no or very little experience. This training is specific to Windows 10 and the 2016 version of Outlook, Word and Excel.

Prerequisites

Aucune

Training objectives

- Take charge of your computer and office automation
- Practice the Windows 10 environment
- Learn about Outlook 2016, Word 2016 and Excel 2016

Training program

Prendre ses repères

- Clarify the vocabulary: processor, RAM, hard disk, ...
- Identify the role of the operating system.

Découvrir et pratiquer l'environnement Windows 10 Se repérer dans l'environnement.

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We are at your disposal : De Lun - Ven 09h00-18h00

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- The Start menu and its dynamic tiles.
- The desktop and the taskbar.
- Open, close an application.
- Skip from one application to another.
- Manipulate windows (closing, opening, size, organization) Personalize your desktop: pin, detach, group Start menu tiles pin programs to the taskbar; .
- Organize your work: create and organize your folders; copy, move, rename, delete files.

Utiliser

- Outlook 0 Principle of electronic messaging.
- Create and send a message.
- Check your inbox, reply, forward, delete.
- Attach a file to a message.

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- Word 0 Enter text.
- Edit and correct a document.
- Present and format a document.
- Layout and print.
- Integrate an Excel table into a Word document: copy/paste principle.

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- Excel 0 Build a table: enter numbers and labels; add calculation formulas; apply formats.
- Save and print.