Special Assistants: Master Word, Excel and PowerPoint

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BPC-136 **3 Days (21 Hours)**

Description

By habit, you use the most common Word, Excel or PowerPoint features. Come and discover features that can do part of your work for you and save you a lot of time.

Hardware and software used

- For classroom training in our training centers, a computer and access to the software in the appropriate versions are provided.
- For distance learning, each participant must be equipped with the software for the training, on the computer that will be used to follow the virtual class.

Who is this training for ?

For whom

Assistant, secretary, any employee wishing to better use Word, Excel and PowerPoint (Version 2013 and following).

Prerequisites

Know the basics of Word, Excel and PowerPoint.

Training objectives

- Acquire more effective practice with Word, Excel and PowerPoint to save time and become better organized
- Know and use the most useful advanced functions of Word, Excel and PowerPoint

Training program

Réaliser rapidement des documents bien présentés sous Word

- Automate the layout of your documents to save time.
- Create templates and forms to make it easier for the team to organize.
- Create a targeted mailing (conditions and filters).
- Insert hypertext links to directly access information.
- Work with several people on the same document.

Optimiser la gestion du service sous Excel

- Organize your data and automate your tables.
- Use the very useful functions: format a table; pivot tables; filters and sorting.
- Optimize the budget management.
- Keep schedules (projects, vacations, training, etc.).
- Automate the presentation with conditional formatting.
- Represent visually numbers with a graph.

Créer des présentations percutantes sous PowerPoint

- Save time when making presentations.
- Create and structure a PowerPoint presentation.
- Format the presentation.
- Import Excel tables and graphs.
- Insert and rework images and diagrams.
- Customize the animation to energize the slideshow.

Faciliter la recherche de documents

- Use the search functions to find all your documents.
- Index your documents to find them more quickly.

Matériel et logiciel utilisé

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