

## TEREA FORMATION

31 avenue Commandant Bret  
06 400 CANNES



tereformation@outlook.fr



06.66.04.18.00



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FORMATION

### Training Program :

## Office Tools : Introduction to Microsoft Office Suite – The Essentials of Word, Excel, Power Point and Outlook

**Duration :** 14 hours

**Target Audience :** anyone wishing to gain independence in their personal or professional use of Microsoft Office and enjoy its various features.

**Prerequisites :** none.

**Price :** Please contact us. The price will be determined based on the number of participants (maximum 12)

**Reference :** INFPO01

### Learning Objectives

By the end of this training, participants will be able to :

- Navigate the Microsoft Office environment on Windows
- Use the main features of Word, Excel, PowerPoint, and Outlook
- Create, edit, and format professional documents
- Design impactful PowerPoint presentations
- Manage their Outlook mailbox and calendar effectively


### Training Content

#### 1. Introduction to the Windows Environment

- By the end of this training, participants will be able to:
- Navigate the Microsoft Office environment on Windows
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## 2. Microsoft Word

- Overview of Word's interface and main features
- Inserting images, tables, and other tools
- Creating and formatting documents

## 3. Microsoft Excel

- Overview of Excel's interface and main features
- Creating and formatting data tables
- Using basic formulas and functions
- Creating charts with available tools

## 4. Microsoft Power Point

- Overview of PowerPoint's interface and main features
- Understanding the philosophy of PowerPoint
- Finding design themes for professional presentations
- Designing and structuring slides

## 5. Microsoft Outlook

- Overview of Outlook's interface and main features
- Organizing emails according to personal needs
- Managing contacts and tasks
- Using the calendar and scheduling meetings/appointments

## Training Organization

### Teaching Team :

Our goal is to help our clients enhance the skills of their employees and managers. We work closely with Human Resources departments and management teams to deliver customized training that meets identified needs.

### Teaching Methods and Resources :

- A combination of theory and hands-on practice
- Training materials presented and projected during sessions
- A pre-training assessment to evaluate each participant's knowledge level
- Interactive methods to create engagement and ensure efficient tool adoption
- Online access to support materials after the training

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### **Evaluation Tools :**

- Attendance sheets
- Quizzes
- Training evaluation forms completed immediately after the session and again after 6 months

### **Accessibility for participants with disabilities :**

We are committed to ensuring our training is accessible to everyone. If needed, a preliminary discussion will be held between the participant and our disability coordinator to identify and provide the appropriate accommodations.

**At the end of this course, complementary modules may be offered to enhance learning.**