



Digital Productivity in English

Description	Computers and smartphones have completely changed all spheres of our lives. We have prepared the course on the most important digital skills that will help you in the work and home and will reduce the time it takes to complete various tasks.
Contenu	<p>Module #1. Computer Tips and Tricks.</p> <ul style="list-style-type: none">• Module #1.1. Computer Hardware: Parts and what they are used for.• Module #1.2. Files, Applications and Shortcuts.• Module #1.3. Troubleshooting.• Module #1.4. CyberSecurity & Online Data.• Module #1.5. SmartBrowsing - Learn to Search Better.• Module #1.6. Parenting: Screen time and your Family. <p>Module #2. Microsoft Office</p> <ul style="list-style-type: none">• Module #2.1. Microsoft Word.• Module #2.2. Microsoft Excel.• Module #2.3. Microsoft PowerPoint.• Module #2.4. Google Docs / Spreadsheet.• Module #2.5. Personal Productivity Tools - Part 1: Chats and Content Curation.• Module #2.6. Personal Productivity Tools - Part 2: Time and Task Management. <p>Module #3. Codeless Automation</p> <ul style="list-style-type: none">• Workshop #3.1. IFTTT.• Workshop #3.2. Zapier.• Workshop #3.3. Microsoft Flow.• Workshop #3.4. Alexa & Google Home.
Prérequis	None - no dependencies
Objectifs	Upon completion of this course, you will have acquired strong base knowledge in digital productivity for the following subjects: • Understand MS office suite and google docs for better professional productivity • Understand desktop / smartphone synchronisation and automate repetitive tasks • Understand and use search engines better • Understand basic computer hardware for troubleshooting
Attestation	A certification with Eduqua is in the process of being approved but today it is possible to provide a certificate from the IT STEP Academy.

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Date	sur demande / OK_184256
Durée	Total 32.00 période(s)
Ecolage	CHF 960.00
Lieu du cours	Ecole-club Migros Genève (en cours de planification)

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