

Office 2016 New Features

Length: 1 Day

Experience Needed: Familiarity with either the Office 2010 or 2013 suite of products including Word, Excel, PowerPoint, Access and Outlook.

Summary: Students will learn to:

- Identify new and enhanced features that are common across all applications in Office 2016
- Modify documents using Microsoft Word 2016
- Enhance worksheet data using Microsoft Excel 2016
- Augment a presentation using Microsoft PowerPoint 2016
- Create a database using Microsoft Access 2016
- Utilize mail, calendars, contacts, and tasks in Microsoft Outlook 2016

COURSE CONTENT

1: GETTING STARTED WITH MICROSOFT OFFICE 2016

- Common Features
- Office 2016 and the Cloud

2: WORKING WITH MICROSOFT WORD 2016

- Edit a PDF
- Work with Tables
- Embed Videos
- Edit Documents
- Read Documents

3: WORKING WITH MICROSOFT EXCEL 2016

- Streamline Workflow in Excel Using Templates
- Accelerate Data Entry with Flash Fill
- Incorporate Charts
- Analyze Data

4: WORKING WITH MICROSOFT POWERPOINT 2016

- Apply a Theme
- Incorporate Objects
- Leverage the Enhanced Presenter View
- Collaborate with Others on a Single Presentation

5: WORKING WITH MICROSOFT ACCESS 2016

- Explore Web Apps
- Utilize Templates in Access

6: WORKING WITH MICROSOFT OUTLOOK 2016

- Navigate Through Mail, Calendars, People, and Tasks
- Manage Your Mailbox