

Seminar/ILT – Office 2019

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: During this course, you will be introduced to Microsoft Office 2019. The course will provide a brief overview of the Office 2019 platform. You will also acquire the skills and knowledge necessary to perform a variety of tasks with each of the Microsoft Office 2019 applications.

Skills Gained: On completion of this course students should be able to:

- Understand the Office 2019 interface
- Use the features of Word, Excel, PowerPoint, Outlook and OneNote

Key Topics:

Getting Started with Office 2019

- The Office 2019 Interface
- The Start Screen
- The Open Screen
- Backstage View
- Tell Me
- Smart Lookup
- New Office Experience Themes
- Ink Equations
- Collaboration – Sharing a File
- Collaboration – Co-Authoring

Word Features

- Online Video
- Threaded Comments
- Improved Version History
- Alignment Guides

Excel Features

- New Charts
- Forecasting
- 3D Maps
- New Templates
- Query Get and Transform
- Pivot Table New Features
- Formula Autocomplete
- Quick Shape Formatting
- Quick Analysis

PowerPoint Features

- Touch Screen Friendly
- Better Conflict Resolution
- Improved Smart Guides
- Screen Recording
- Improved Video Resolution and Code

Outlook Features

- New Ribbon Interface
- Search
- Insert Files

OneNote Features

- New Ribbon Interface
- Share a Notebook
- OneNote Tasks
- Outlook Meeting Details
- Embed and Edit Excel Files
- Draw, Sketch or Handwrite Notes

Target Audience:

This course is designed for users who are working with the Office 2019 collaboration tools.

Prerequisites:

This course assumes little or no knowledge of Microsoft Office 2019. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.