

Microsoft Office 2019 – Seminar/ILT

Course length:	2-hour seminar or ½ day instructor-led training
Why study this course?	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.
What you'll learn:	On completion of this course students should be able to: <ul style="list-style-type: none"> • Understand the Office 2019 interface • Use the features of Word, Excel, PowerPoint, Outlook and OneNote
Course subjects:	<p>Getting Started with Office 2019</p> <ul style="list-style-type: none"> • 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 <p>Word Features</p> <ul style="list-style-type: none"> • Online Video • Threaded Comments • Improved Version History • Alignment Guides <p>Excel Features</p> <ul style="list-style-type: none"> • New Charts • Forecasting • 3D Maps • New Templates • Query Get and Transform • Pivot Table New Features • Formula Autocomplete • Quick Shape Formatting • Quick Analysis <p>PowerPoint Features</p> <ul style="list-style-type: none"> • Touch Screen Friendly • Better Conflict Resolution • Improved Smart Guides • Screen Recording • Improved Video Resolution and Code <p>Outlook Features</p> <ul style="list-style-type: none"> • New Ribbon Interface

	<ul style="list-style-type: none"> • Search • Insert Files <p>OneNote Features</p> <ul style="list-style-type: none"> • New Ribbon Interface • Share a Notebook • OneNote Tasks • Outlook Meeting Details • Embed and Edit Excel Files • Draw, Sketch or Handwrite Notes
<p>Who is the course for?</p>	<p>This course is designed for users who are working with the Office 2019 collaboration tools.</p>
<p>Prerequisites:</p>	<p>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.</p>

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.