

Seminar/ILT – Office 2016 New Features

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

Overview: During this course, you will be introduced to Microsoft Office 2016. The course will provide a brief overview of the Office 2016 platform. You will also acquire the skills and knowledge necessary to perform a variety of tasks with each of the Microsoft Office 2016 applications.

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

- Understand the new Office 2016 interface
- Use the new and improved features of Word, Excel, PowerPoint, Outlook and OneNote

Key Topics:

- Getting Started with Office 2016
 - The Office 2016 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 New Features
 - Online Video
 - Threaded Comments
 - Improved Version History
 - Alignment Guides
- Excel New Features
 - New Charts
 - Forecasting
 - 3D Maps
 - New Templates
 - Query Get and Transform
 - Pivot Table New Features
 - Formula Autocomplete
 - Quick Shape Formatting
 - Quick Analysis
- PowerPoint New Features
 - Touch Screen Friendly
 - Better Conflict Resolution
 - Improved Smart Guides
 - Screen Recording
 - Improved Video Resolution and Code
- Outlook New Features
 - New Ribbon Interface
 - Search
 - Insert Files

OneNote New 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 2016 collaboration tools.

Prerequisites:

This course assumes little or no knowledge of Microsoft Office 2016. 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.