

## Seminar – Office 2016 New Features

**Course Length:** 90 minute seminar

**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
  - Tell Me
  - Smart Lookup
  - New Office Experience Themes
  - Collaboration – Sharing a File
- Word New Features
  - Online Video
  - Threaded Comments
  - Improved Version History
- Excel New Features
  - New Charts
  - New Templates
  - Quick Analysis
- PowerPoint New Features
  - Touch Screen Friendly
  - Improved Smart Guides
  - Screen Recording
- Outlook New Features
  - New Ribbon Interface
  - Search
  - Insert Files
- OneNote New Features
  - New Ribbon Interface
  - Share a Notebook
  - OneNote Tasks
  - Outlook Meeting Details

**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.*