

Microsoft Office 2016 New Features

Modality: On Demand

Duration: 1 Hour

About the course:

Stay updated with the recent additions to the MS Office Productivity Suite is a collection of bite-sized and simple-to-follow videos. These videos include a detailed and up-close look at what makes MS PowerPoint, Excel, and Word newest versions the most advanced versions yet.

Discover techniques to use the 'Tell Me' bar effectively to find exactly what tools you want, right whenever you need them. Find out the future of online research, using Smart Lookup, without leaving the program. All of this, combined with a thorough review of the latest changes to the UI, means you will be a specialist with these latest versions in no time.

Course Objective:

- Understanding of the common changes occurs in Apps
- Understanding of MS Excel features like, sharing, chart types, forecasting, pivot tables, quick shapes, and much more
- Understanding of MS word feature like, themes, history, ink equation, and sharing in real-time
- Understanding of MS Outlook features like, clutter, attaching documents, and groups

Audience:

Adopters and users of MS Office 2016 curious to see if an upgrade is worthwhile.

Course Outline:

Introduction

Module 1: Common Changes in Applications

- Lesson 1: Tell me What to Do
- Lesson 2: Smart Lookup on Term You Entered
- Knowledge Check

Module 2: Excel

- Lesson 1: Sharing
- Lesson 2: Publish and Share your Analysis with Power BI
- Lesson 3: Get and Transform (Query)
- Lesson 4: New Chart Types
- Lesson 5: Forecasting
- Lesson 6: Pivot Tables

- Lesson 7: QuickShape
- Knowledge Check

Module 3: Word

- Lesson 1: Themes
- Lesson 2: History
- Lesson 3: Sharing in Real Time
- Lesson 4: Ink Equations
- Knowledge Check

Module 4: PowerPoint

- Lesson 1: Screen Recording
- Lesson 2: Charts
- Knowledge Check

Module 5: Outlook

- Lesson 1: Clutter
- Lesson 2: Attaching Documents
- Lesson 3: Groups
- Knowledge Check

Module 6: Access

- Lesson 1: Exporting Linked Data for the Linked Table Management
- Knowledge Check
- Course Summary