

Office 2016 New Features

Modality: On Demand

Duration: 1 Hour

About the course:

This course is based on the number of easy to understand and bite-sized videos. These videos assist the students to learn and understand about the latest additions to the MS Office Productivity suite. This course offers detailed knowledge and an overview of the latest editions of MS PowerPoint, Excel and Word.

In this course, you will study the techniques of effective use of the “Tell me” bar to locate the right tools you want. Use of Smart Lookup to look at the future of online-research without even exiting the program. Will all of this knowledge and understanding of the latest user interface changes and in-depth overview means you will be proficient with these latest versions in a short time. This training program offers you a brief overview and a closer look at the latest versions of MS PowerPoint, Excel, and Word.

Course Objective

After completion of this program, candidates can:

- Understanding of MS Excel 2016 new features including themes, forecasts, waterfalls, new queries, pivot table slicer grouping, pivot table field list search, smart lookup, and ink equation.
- Understanding of MS PowerPoint 2016 new features including themes, tell me, smart lookup, sharing, charts, and screen recording.
- Understanding of MS Word 2016 new features including themes, smart lookup, ink equation, and real time co-authoring.

Target Audience

This course is designed for those who desire to adopt Microsoft Office-2016 or want to learn about the latest features of Microsoft Office.

Prerequisites

There is no prerequisite for this program

Course Outline:

Excel 2016 New Features

- Themes

- Forecasts
- Waterfalls
- New Queries
- Pivot Table Slicer Grouping
- Pivot Table Field List Search
- Smart Lookup
- Ink Equation

PowerPoint 2016 New Features

- Themes
- Tell Me
- Smart Lookup
- Sharing
- Charts
- Screen Recording

Word 2016 New Features

- Themes
- Smart Lookup
- Ink Equation
- Real Time Co-authoring