

OFFICE 2016: NEW FEATURES

Available Dates: **Jan 15, Feb 13, Mar 28, Apr 5, May 6, Jun 4**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

You've used Microsoft® Office 2007 or Office 2010 to create various types of business materials, from documents in Word to spreadsheets in Excel® to presentations in PowerPoint®. Perhaps you use Outlook® to manage your calendar, contacts, and email; or Access® to manage inventory and trouble tickets.

This course builds upon the foundational Microsoft Office 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

This course will help you bridge the gap from the version you already know and love, to the latest release of Microsoft's flagship productivity suite.

Course Objectives:

In this course, you will explore the new features available in Office 2016 applications.

You will:

- Identify new and enhanced features that are common across all applications in Office 2016.
- Modify documents using Microsoft Word 2016.
- Enhance worksheet data using Microsoft Excel 2016.
- Augment a presentation using Microsoft PowerPoint 2016.
- Create a database using Microsoft Access 2016.
- Utilize mail, calendars, contacts, and tasks in Microsoft Outlook 2016.

Course Outline:

Unit 1: Getting Started with Microsoft Office 2016

Topic A: Common Features

Topic B: Office 2016 and the Cloud

Unit 2: Working with Microsoft Word 2016

Topic A: Edit a PDF

Topic B: Work with Tables

Topic C: Embed Videos

Topic D: Edit Documents

Topic E: Read Documents

Unit 3: Working with Microsoft Excel 2016

Topic A: Streamline Workflow in Excel Using Templates

Topic B: Accelerate Data Entry with Flash Fill

Topic C: Incorporate Charts

Topic D: Analyze Data

Unit 4: Working with Microsoft PowerPoint 2016

Topic A: Apply a Theme

Topic B: Incorporate Objects

Topic C: Leverage the Enhanced Presenter View

Topic D: Collaborate with Others on a Single Presentation

Unit 5: Working with Microsoft Access 2016

Topic A: Explore Web Apps

Topic B: Utilize Templates in Access

Unit 6: Working with Microsoft Outlook 2016

Topic A: Navigate Through Mail, Calendars, People, and Tasks

Topic B: Manage Your Mailbox

