



Microsoft Office 2016: Transition from Office 2007/2010

Overview: 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.

Prerequisites: To ensure success, students should be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Microsoft Office 2016

Common Features
Office 2016 and the Cloud

Lesson 2: Working with Microsoft Word 2016

Edit a PDF
Work with Tables
Embed Videos
Edit Documents
Read Documents

Lesson 3: Working with Microsoft Excel 2016

Streamline Workflow in Excel Using Templates
Accelerate Data Entry with Flash Fill
Incorporate Charts
Analyze Data

Lesson 4: Working with Microsoft PowerPoint 2016

Apply a Theme
Incorporate Objects
Leverage the Enhanced Presenter View
Collaborate with Others on a Single Presentation

Lesson 5: Working with Microsoft Access 2016

Explore Web Apps
Utilize Templates in Access

Lesson 6: Working with Microsoft Outlook 2016

Navigate Through Mail, Calendars, People, and Tasks
Manage Your Mailbox