Experience the 2016 Microsoft Office System (From Office 2007 & 2010)

Learn via: **Classroom**

Duration: **1 Gün**

https://bilginc.com/tr/egitim/experience-the-2016-microsoft-office-system-from-office-2007-and-2010-630-egitimi/

Overview

In this course, you'll learn the key new features of Office 2016 within Word, Excel, PowerPoint and Outlook.

Target Audience

This course is intended for existing Office 2007 or 2010 Users.

Prerequisites

- Before attending this course, delegates should be existing Microsoft Office users.
- Delegates should be able to use a keyboard and mouse and be able to navigate the Windows operating system including using Windows Explorer.
- A relatively experienced Microsoft Office end user who has used Office 2007 or 2010 with basic knowledge of the core applications, and needs to know the key new features of Office 2016.

What You Will Learn

- Explore the general environment of Office 2016
- Use the key new features of Word, Excel, PowerPoint and Outlook 2016

Outline

Lesson 1: Overview of Microsoft Office 2016 New Features

- General Environment
- New Office Themes
- Office Backstage View
- File Formats
- New File Locations
- Document Inspector
- Search Box (Tell me what to do)
- Automatic Image Rotation
- Pan and Zoom
- Smart Lookup
- Quick Shape Formatting
- Start Inking
- Collaboration

Lesson 2: Overview of Microsoft Word 2016 New Features

- New Templates
- Expand and Collapse Paragraphs
- Object Zoom
- Working with Tables
- Live Layout
- Online Pictures / Videos
- PDF Reflow
- Improved Reference Tools (Proofing)
- Improved Review Tools (Track Changes)

- Read Mode and Resume Reading
- Views and Zooming
- Paste Options
- Improved Formatting Tools (Themes)
- Search and Navigation
- Quick Parts
- New Illustration Tools (SmartArt Graphics)

Lesson 3: Overview of Microsoft Excel 2016 New Features

- Getting Started Quickly
- Excel File Types
- New Excel Functions
- Page Layout View
- New Chart Types and Recommended Charts
- Flash Fill Data
- Quick Data Analysis
- Sparklines
- Forecast Sheet
- Pivot Tables Enhancements and Recommended Pivot Tables
- 3D Maps (Power Maps)
- Power Tools (Overview Only - Power Pivot, View and Query)

Lesson 4: Overview of Microsoft PowerPoint 2016 New Features

- Viewing Presentations
- New Views
- Eyedropper Tool
- Merge Shapes
- Custom Slide Layouts
- Slide Sections
- Themes and Variants
- Smart Guides
- Online Content
- Convert Bullets to SmartArt Graphics
- Embedding and Editing Video
- Enhanced Animations and Transitions
- Object Zoom
- Collaborating
- Screen Recording

Lesson 5: Overview of Microsoft Outlook 2016 New Features

- The Ribbon
- Navigation, To-Do Bar
- Instant Search
- Mail Icons, Inline Reply and Message Notification Window
- Attachment Reminder
- Instant Inbox Filters
- Quick Steps
- Conversation View
- Signatures
- Folder Tab and Pane
- People Cards and Pane
- Enhanced Views
- Weather Bar
- Meeting Recommendations
- Colour Categories
- Email the Calendar
- Automatic Replies (Out of Office)
- Tasks View in Calendar
- Overlay Calendars
- Groups
- Clutter
- Outlook Email Attachments