



Introduction to Microsoft Office 2016 Course Overview

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Course Duration:

7 Hours / 1 Day

1 Common New Features for MS Office 2016

- Change the look and feel of Office 2016 for Windows with Office themes
- Improved Version History
- Do things quickly with Tell Me
- Get insights into what you're working on with Smart Lookup
- One Drive Integration
- Skype Integration
- Cross-Platform, Cross-Device
- Draw and annotate with ink
- Work together in real time

2 What's New in Microsoft Word 2016

- Do things quickly with Tell Me
- Work together in real time
- Insights into what you're working on
- Ink equations
- Improved version history
- Simpler sharing
- Faster shape formatting

3 What's New in Microsoft Excel 2016

- Six new chart types
- Get and transform (Power Query)
- One click forecasting
- 3D Maps
- PivotTable enhancements
- Multi-select slicer
- Quick Shape Formatting

- Insert pictures with the correct orientation
- Do things quickly with Tell Me
- Insights into what you're working on
- Ink Equations
- Simpler sharing
- Improved version history
- New themes

4 What's New in Microsoft PowerPoint 2016

- Real Time Presence
- Ink Annotation
- Morph Transition
- PowerPoint Designer
- Do things quickly with Tell Me
- Six new chart types
- Insights into what you're working on
- Ink Equations
- Screen recording
- Simpler sharing
- Better conflict resolution
- Better video resolution

5 What's New in Microsoft Access 2016

- Do things quickly with Tell Me
- Export linked data source information to Excel
- Templates get a modern look and feel
- Larger Show Table dialog

6 What's New in Microsoft Outlook 2016

- Browse and create groups from the ribbon
- Archive (Office 365)
- Email attachments
- Outlook 2016 Groups (Office 365 work or school account)
- Search
- Use Clutter to sort low priority

- messages
- EAI (Email Address Internationalization)
- Tell Me