



Course Description:

You have 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.

Each new release of Office builds upon the successes of the previous generations. This course builds upon the foundational Microsoft Office 2007/2010 knowledge and skills you have already acquired. It focuses on the enhanced features you will want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

You will 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 will discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: You will become familiar with the enhancements of Microsoft® Office 2016

Upon successful completion of this course, students will be able to:

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

Prerequisites: To ensure your success, you will need to have familiarity with either the Office 2007 or Office 2010 suite of products, including Word, Excel, PowerPoint, Access, and Outlook.

Course Outline	
Getting Started with Microsoft Office 2016 <ul style="list-style-type: none">• Common features• Office 2016 and the Cloud	Working with Microsoft PowerPoint 2016 <ul style="list-style-type: none">• Apply a theme• Leverage the Enhance Presenter View• Collaborate with Colleagues on a Single Presentation• Incorporate Objects
Working with Microsoft Word 2016 <ul style="list-style-type: none">• Edit a PDF• Work with Tables• Embed Video• Edit Documents• Read Documents	Working with Microsoft Access 2016 <ul style="list-style-type: none">• Explore Web Apps• Utilize Templates
Working with Microsoft Excel 2016 <ul style="list-style-type: none">• Streamline Workflow with Templates• Accelerate Data Entry with Flash Fill• Incorporate Charts• Analyze Data	Working with Microsoft Outlook 2016 <ul style="list-style-type: none">• Navigate Through Mail, Calendars, Contacts, and Tasks• Identify Additional Outlook 2016 Features