

## PRODUCT INFORMATION

# E-LEARNING - UPGRADING TO OFFICE 365

The applications of Office contain many innovations but count on proven features as well. There are many new diagram types and new helpful search functions. Thus you can directly start web searches for terms relating to your documents from the particular application. In this course, you will deal with the essential innovations as well as with proven, fundamental program functions.



## Parameters

<b>Version</b>	4.0
<b>Duration</b>	3:16 h
<b>Language</b>	<b>Version 4.0</b> German, English <b>Version 3.5</b> Spanish, French, Italian, Chinese, Japanese, Brazilian, Russian (hybrid)
<b>Release</b>	1 July 2019

# Table of Contents

## General New Features in Office

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Working with document templates

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New search functions

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Working online

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Inserting, formatting, and aligning items

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Voice and language features

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## New Features in Word

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Read Mode and editing PDF files

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Improved collaboration

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## New Features in Excel

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Charts in Excel

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Analyzing and filtering data

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Using Sparklines

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## New Features in PowerPoint

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Charts in PowerPoint

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Tools for presenters

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## New Features in Outlook

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File attachments

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Sharing a calendar and opening a shared calendar

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Finding items using search

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## Additional features of Office

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Excel

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Outlook

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