

# UPGRADING TO OFFICE

## PRODUCT INFORMATION



This eLearning course is designed for experienced users of Office 2007, Office 2010 and Office 2013, who are upgrading to the Office 2019 / Office 2016 applications.

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>	3.5
<b>Duration</b>	4:05 h
<b>Languages</b>	German, English, Chinese, French, Spanish, Brazilian-Portuguese, Japanese, Italian, Russian (Hybrid)
<b>Release</b>	April 2019

# TABLE OF CONTENTS

## GENERAL NEW FEATURES AND OFFICE

---

Working with document templates

---

New search functions

---

Working online

---

Inserting, formatting, and aligning items

---

Voice features

---

## NEW FEATURES IN WORD

---

Read Mode and editing PDF files

---

Improved collaboration

---

## NEW FEATURES IN EXCEL

---

Charts in Excel

---

Analyzing and filtering data

---

Using Sparklines

---

## NEW FEATURES IN POWERPOINT

---

Charts in PowerPoint

---

Tools for presenters

---

## NEW FEATURES IN OUTLOOK

---

File attachments

---

Sharing a calendar and opening an approved calendar

---

Finding items using search

---

## **ADDITIONAL FEATURES OF WINDOWS AND OFFICE**

---

Excel

---

Outlook

---

## **FINAL TEST**

---

30 Questions

---