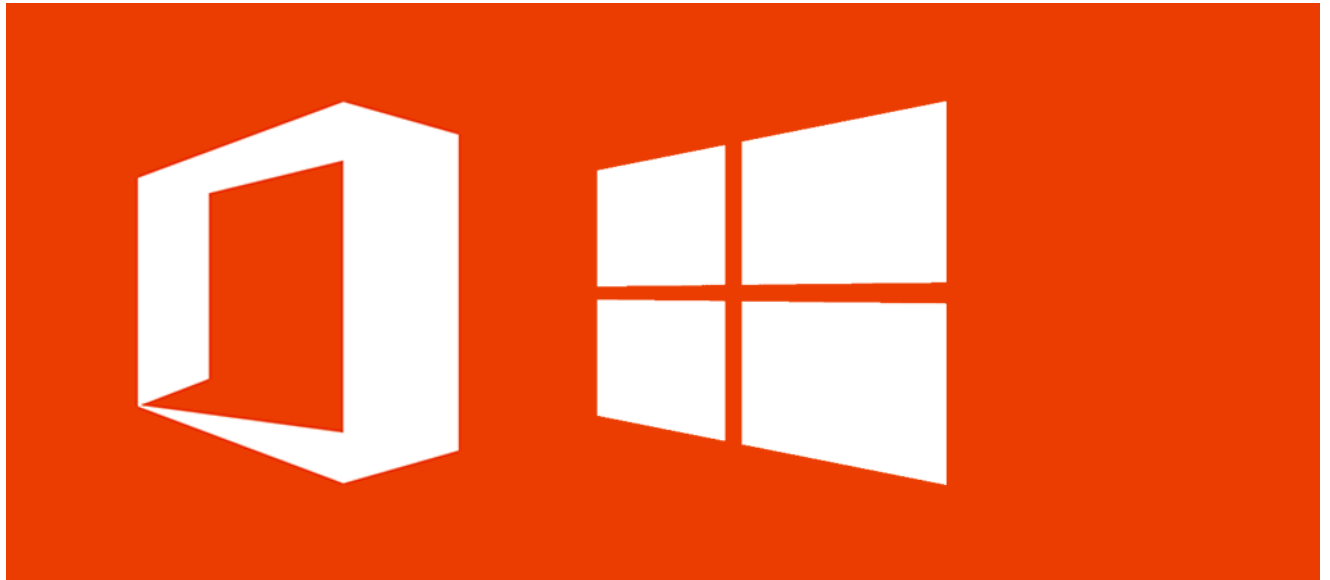


UPGRADING TO OFFICE 2016

PRODUCT INFORMATION



This eLearning course is designed for experienced users of Office 2010 and Office 2013, who are upgrading or migrating to Microsoft Office 2016 applications.

The course will help learners become familiar with the newest features and improvements in Office 2016 for Word, Excel, PowerPoint and Outlook.

COURSE FEATURES

Version	2,5
Learning Time*	3:45 h
Languages	English, German, French, Spanish, Italian, Brazilian-Portuguese, Polish, Chinese, Japanese, Korean, Russian (Hybrid)
Release	October 2017

* Learning Time based on the latest course version

COURSE CONTENT

GENERAL NEW FEATURES IN OFFICE 2016

Working with document templates

New search functions

Working Online

Inserting, formatting and aligning items

NEW FEATURES IN WORD 2016

Read Mode and editing PDF files

Improved collaboration

NEW FEATURES IN EXCEL 2016

Charts in Excel

Analyzing data

Using sparklines

NEW FEATURES IN POWERPOINT 2016

Charts in PowerPoint

Tools for presenters

NEW FEATURES IN OUTLOOK 2016

File attachments

Sharing a calendar and opening an approved calendar

Finding items using search

FINAL TEST

28 Randomized Questions. Certificate available upon passing
