

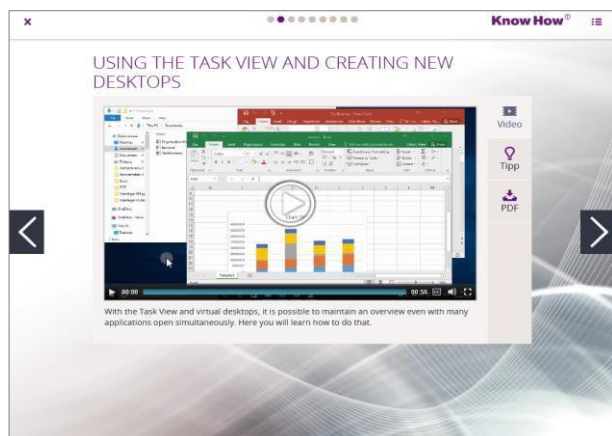
# UPGRADING TO WINDOWS 10 AND OFFICE 2016

## WHAT DOES THIS COURSE OFFER?

This course is designed for experienced users of Office 2007, Office 2010, Office 2013 and Windows 7, who are upgrading to Office 2016 applications and the Windows 10 operating system. The course will help learners become familiar with Windows 10 and to understand the newest developments and improvements in Office 2016 for Word, Excel, PowerPoint and Outlook.

**Learning time:** approximately 3.5 hours

**Languages:** English, German, Spanish, French, Chinese, Korean, Japanese, Brazilian Portuguese



## Summary

| Chapter                             | Section   | Nuggets   |
|-------------------------------------|---|---|
| Windows 10                          | Login and Start button  | Logging into Windows                                |
|                                     |   | Configuring personal settings                       |
|                                     |   | Open Windows File Explorer                          |
|                                     |   | Shutting down Windows 10                            |
|                                     |   | All Apps in the Start menu                          |
|                                     |   | Adding apps as live titles in the Start menu        |
|                                     | The Taskbar   | Using the Task View and creating new desktops       |
|                                     |   | Pinning programs and apps to the taskbar            |
|                                     |   | Opening the Action Center                           |
|                                     |   | Ask me anything Searching                           |
|                                     |   | Customizing the notification area                   |
|                                     |   | Displaying and switching open applications          |
|                                     | Organization and support with Cortana                           | Organizing windows with snapping                    |
|                                     |   | Working with multiple screens                       |
|                                     |   | Searching the Web with Cortana                      |
|                                     |   | Finding files with Cortana                          |
| Opening apps with Cortana           |   |   |
| Adaptive voice search: The Notebook |   |   |
| Working with Edge - the new browser | Adaptive voice search: Settings                                 |   |
|                                     | Searching in the web with Windows and Edge                      |   |
|                                     | Starting the Reading View                                       |   |
|                                     | Setting bookmarks   |   |
|                                     | Adding notes and comments to webpages                           |   |
|                                     | The Hub: Favorites, reading list, browser history and downloads |   |
| Windows Explorer                    | The function Ask me anything: Access folders.                   |   |
|                                     | Libraries: Accessing documents                                  |   |
|                                     | Quick access: Pinning folders                                   |   |
|                                     | Sharing files   |   |
| Office                              | Working with document templates                                 | Creating a new file from a document template        |
|                                     |   | Creating your own document templates                |
|                                     |   | Creating a new file from a custom document template |
|                                     | New search functions  | The assistant "Tell me what you want to do"         |
|                                     |   | Smart Lookup  |
|                                     | Working Online  | Collaborate on projects in real time                |
|                                     |   | Sharing a document from the desktop application     |
|                                     | Saving documents online   |   |

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|-------------------|--|---|
| Word              | Read Mode and editing PDF files        | Opening Read more                                 |
|                   |  | Working in Read Mode                              |
|                   |  | The editing functions in Read Mode                |
|                   |  | Jumping to the last edited location               |
|                   |  | Opening and editing PDF files in Word             |
|                   | Creating PDF files from Word documents |   |
|                   | Improved collaboration                 | Shwoing simple markup                             |
|                   | Replying to comments                   |   |
|                   | Deleting comments                      |   |
| Excel             | Charts in Excel                        | New chart types                                   |
|                   |  | Inserting a chart                                 |
|                   |  | Changing chart elements                           |
|                   |  | Formatting chart elements                         |
|                   |  | Using chart styles                                |
|                   |  | Filtering values and names with the chart filters |
|                   |  | Copying charts                                    |
|                   | Analyzing data                         | Create a forecast sheet from historical data      |
|                   |  | Using the Quick Analysis                          |
|                   |  | Using Flash Fill                                  |
|                   |  | Inserting slicers for filtering                   |
|                   |  | Inserting data from the Internet                  |
|                   |  | Creating a pivot table                            |
| PowerPoint        | Charts in PowerPoint                   | Inserting a chart                                 |
|                   |  | Editing chart data                                |
|                   |  | Changing the chart type later                     |
|                   |  | Changing the appearance of charts                 |
|                   | Tools for presenters                   | Activating the Presenter View                     |
|                   |  | Use of the magnifying glass                       |
|                   |  | Navigation between slides                         |
|                   |  | Use of the pen and laser pointer tools            |
|                   |  | Show and hide the presentation                    |
|                   |  |   |
| Outlook           | File attachments                       | Attaching a file to an email                      |
|                   |  | Attaching an email as a file attachment           |
|                   |  | Editing email file attachment                     |
|                   |  | Sharing Web contents via a link in an email       |
|                   | Clutter                                | Activating Clutter                                |
|                   |  | Using Clutter                                     |
|                   |  | Deactivating Clutter                              |
| <b>6 Chapters</b> | <b>16 Sections</b>                     | <b>74 Nuggets</b>                                 |