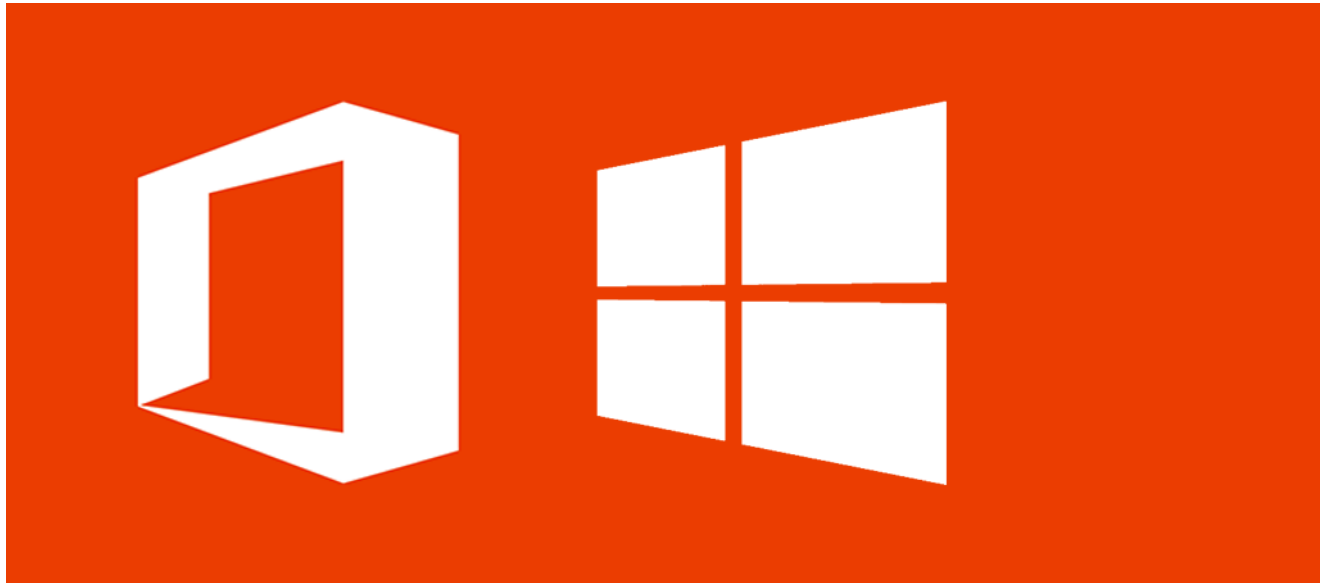


# UPGRADING TO WINDOWS 10 & OFFICE 2016

## PRODUCT INFORMATION



This eLearning course is designed for experienced users of Office 2010, Office 2013, Windows 7 and Windows 8.1, who are upgrading or migrating to Microsoft 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.

### COURSE FEATURES

<b>Version</b>	2,5
<b>Learning Time*</b>	5:40 h
<b>Languages</b>	English, German, French, Spanish, Italian, Brazilian-Portuguese, Polish, Chinese, Japanese, Korean, Russian (Hybrid)
<b>Release</b>	October 2017

\* Learning Time based on the latest course version

# COURSE CONTENT

## NEW FEATURES IN WINDOWS 10

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Login and Start button

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The Taskbar

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Organization and support with Cortana

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Working with Edge - the new browser

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Windows Explorer

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Customize settings

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Manage apps/programs and customize system settings

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## GENERAL NEW FEATURES IN OFFICE 2016

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Working with document templates

---

New search functions

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Working Online

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Inserting, formatting and aligning items

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## NEW FEATURES IN WORD 2016

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Read Mode and editing PDF files

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Improved collaboration

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## NEW FEATURES IN EXCEL 2016

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Charts in Excel

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Analyzing data

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Using sparklines

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## **NEW FEATURES IN POWERPOINT 2016**

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Charts in PowerPoint

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Tools for presenters

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## **NEW FEATURES IN OUTLOOK 2016**

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File attachments

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Sharing a calendar and opening an approved calendar

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Finding items using search

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## **FINAL TEST**

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30 Randomized Questions

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