# Microsoft Office 2016 - Transition from Office 2007/2010

Duration: **1 day**

## Overview:

This course builds upon the foundational Microsoft Office 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organise, present, and distribute your company's data and information.

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## Target Audience:

This course is designed for individuals who already have foundational knowledge and skills in Office 2007 or Office 2010, and are interested in transitioning from an earlier Office version to Office 2016. This course is also designed for those individuals who may be interested in some of the new features available in the Office 2016 suits of products.

## Pre-requisites:

To ensure your success in this course, you will need to have familiarity with either the Office 2007 or Office 2010 suite of products, including Word, Excel, PowerPoint, Access and Outlook. Additionally, you need to be familiar with how Windows® 10 operates.

## At Course Completion:

In this course, you will explore the new features available in Office 2016 applications You will:

- Identify new and enhanced features that are common across all applications in Office 2016.
- Modify documents using Microsoft Word 2016.
- Enhance worksheet data using Microsoft Excel 2016.
- Augment a presentation using Microsoft PowerPoint 2016.
- Create a database using Microsoft Access 2016.
- Utilise mail, calendars, contacts, and tasks in Microsoft Outlook 2016.

## Lesson 1: Getting Started with Microsoft Office 2016

- Topic A: Common Features
- Topic B: Office 2016 and the Cloud

## Lesson 2: Working with Microsoft Word 2016

- Topic A: Edit a PDF
- Topic B: Work with Tables
- Topic C: Embed Videos
- Topic D: Edit Documents
- Topic E: Read Documents

## Lesson 3: Working with Microsoft Excel 2016

- Topic A: Streamline Workflow in Excel Using Templates
- Topic B: Accelerate Data Entry with Flash Fill
- Topic C: Incorporate Charts
- Topic D: Analyse Data

## Lesson 4: Working with Microsoft PowerPoint 2016

- Topic A: Apple a Theme
- Topic B: Incorporate Objects
- Topic C: Leverage the Enhanced Presenter View
- Topic D: Collaborate with Others on a Single Presentation

## Lesson 5: Working with Microsoft Access 2016

- Topic A: Explore Web Apps
- Topic B: Utilise Templates in Access

## Lesson 6: Working with Microsoft Outlook 2016

- Topic A: Navigate Through Mail, Calendars, People, and tasks
- Topic B: Manage Your Mailbox