

Microsoft Office 2016: New Features

Course Overview

This course provides students with the knowledge and skills to utilize the new features of Microsoft Office Word, Excel, PowerPoint, and Outlook.

<u>Course Introduction</u>	2m
Course Introduction	
<u>Module 01 - Word 2016 New Features</u>	32m
Word 2016 New Features	
New Themes	
Demo - New Themes	
Do Things Quickly with Tell Me	
Demo - Tell Me What to Do	
Collaborate in Real Time	
Demo - Collaborate in Real Time	
Smart Lookup	
Demo - Smart Lookup	
Ink Equations	
Version History	
Faster Shape Formatting	
Demo - Faster Shape Formatting	
New Chart Types	
New Chart Types: Treemap	
Demo - New Chart Types: Treemap	
New Chart Types: Waterfall	
New Chart Types: Sunburst	
More Send As Options	
Demo - OneDrive Integration	
Cross Platform - Cross Device	
Module 01 Review	
<u>Module 02 - Excel 2016 New Features</u>	1h
Excel 2016 New Features	
Power Query Enhancements	
Enhancements to Power BI	
Ink Annotations	
New Functions	
New Functions: IFS	
Demo - IFS	
New Functions: MAXIFS	
New Functions: MINIFS	
New Functions: Switch	
Demo - Switch	
New Data Entry Features	

New Data Entry Features: CONCAT
Demo - CONCAT
New Data Entry Features: TEXTJOIN
Demo - TEXTJOIN
Improved Formula AutoComplete
More Send As Options
Calendar Insight Template
Demo - Calendar Insights
Financial Templates: My Cashflow
Demo - My Cashflow
Financial Templates: Stock Analysis
Demo - Stock Analysis
Version History
One-Click Forecasting
Demo - One-Click Forecasting
New Chart Types
New Chart Types: Treemap
New Chart Types: Waterfall
New Chart Types: Pareto
New Chart Types: Histogram
Demo - Histogram
New Chart Types: Box and Whisker
Demo - Box and Whisker
New Chart Types: Sunburst
New Charts: Funnel Chart
New Themes
Cross Platform - Cross Device
Module 02 Review

Module 03 - PowerPoint 2016 New Features

31m

PowerPoint 2016 New Features
Ink Annotations: Pen Enabled
Ink Annotation: Touch Devices
Real Time Presence
Demo - Real Time Presence
Morph
PowerPoint Designer
Black Theme
More Send As Options
Better Version History
New Chart Types
New Chart Types: Treemap
Demo - Treemap
New Chart Types: Waterfall
New Chart Types: Pareto
New Chart Types: Histogram
Smart Lookup
Demo - Smart Lookup
Demo - OneDrive Integration
Cross Platform - Cross Device
Module 03 Review

Module 04 - Outlook 2016 New Features

28m

Outlook 2016 New Features

Archiving and Decluttering

Clutter

Demo - Clutter

Finding Contacts Improved

Modern Attachments

Demo - Email Attachments

Demo - Tell Me

Demo - Smart Lookup

OneDrive Integration

Cross Platform - Cross Device

Groups Replacing Distribution Lists

Browse and Create Groups from the Ribbon

Demo - Working with Groups

Improved Search

EAI (Email Address Internationalization)

Module 04 Review

Course Closure

Total Duration: 2h 33m