

Migrating to 2016

Duration: 1 Day

Objectives

This course is for those who are due to, or have recently migrated to Office 2016 from Office 2010 or earlier. This one day course covers the main suite members however can be modified to include the topics &/or products your organisation use.

Prerequisites

Delegates should be able to use a computer and familiarity with previous Microsoft Office applications would be beneficial though not essential.

Content

Generic new features

- New Start screen
- Navigating the ribbon
- New formatting tools pane
- Customising the Quick Access Toolbar
- Customising the ribbon
- Keyboard shortcuts
- More from the status bar
- Setting program options
- Ensure backward compatibility
- Converting older files
- Using "Tell Me" for help
- Apps for Office

Excel

- Bigger worksheets
- Filling empty cells using Flash Fill
- Previewing with Quick Analysis
- New functions
- Protecting sheet data
- Using slicers with tables
- Using Recommended Charts
- Sparklines
- Recommended Pivot Tables
- Pivot table timeline

Word

- Creating new documents
- New templates
- Finding words, graphics & more
- Graphics layout & alignment tools
- Read mode & object zoom

- Bookmarks
- Expand and collapse heading styles
- Design tab
- Sharing documents
- Reply to comments
- Simple markup
- Table border painter & sampler
- Edit a PDF
- Insert an online video

PowerPoint

- Improved themes & variants
- Designer sidebar
- Merging shapes
- New object formatting panes
- Creating sections
- Insert online & embedded videos
- Easier audio playback options
- More animation and transition effects
- Improved presenter view
- Inserting comments

Outlook

- Peeks
- Inline reply
- People card
- To-do bar
- Working with attachments
- Categories
- Quick steps
- Sneek a peek