



Course Outline

Office 365 Transition (Upgrading from 2007/2010/2013)

Days: 1

Prerequisites: Prior experience with Word, Excel, PowerPoint, and Outlook

Unit 1: Using the Ribbon

- Office interface elements
- Colorful Office Theme
- New look for Ribbon tabs

Unit 2: Backstage & Collaboration

- Using Office Backstage view
- New Open/Save As options
- Cloud storage using OneDrive for Business and SharePoint
- Using @mentions
- Links

Unit 3: New Word features

- Editor Pane for Proofing
- Enhanced Comments
- Using Share button
- Dictate
- Inserting Icons

Unit 4: New Excel Features

- New Chart types
 - Sunburst, Treemap, Waterfall, and Funnel
- New IFS function
- New CONCAT and TEXTJOIN function
- Precision Selection technique
- Forecasting Sheet

Unit 5: New Outlook features

- Easy Attach Recent Files
- Focused Inbox
- Mail Sorting
- Meeting Attendee Responses
- Tighter Spacing for Mail folders
- Simplified Ribbon
- Zoom & Stick for Reading Pane
- People Suggestions and Recent People

Unit 6: New PowerPoint features

- Design Ideas using AI
 - Professional Layout options
 - More Visual/Less Text
 - Text-based Illustration suggestions for bullets
- Morph Transition for motion
- Using Zoom feature to navigate between slides