

## Course Objectives and Outline

### ***Office 2016 Transition from 2007/2010***

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**Days:** 1

**Prerequisites:** Students should have significant experience using previous versions of MS Office (preferably 2007 or 2010).

#### **Target Student and Goals:**

This course is designed for individuals who already have a foundational knowledge and skills in Office 2007 or 2010, and are interested in transitioning from an earlier version to Office 2016. It focuses on the enhanced features you will want to leverage to improve the way you manage, organize, present, and distribute your organization's data and information.

#### **Course Objectives**

After completing this course, you will know how to:

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

#### **Course Outline:**

##### **Unit 1: Overview of Office 2016**

- Common Features
- Office 2016 and the Cloud

##### **Unit 2: Working with Word 2016**

- Edit a PDF
- Work with Tables
- Embed Videos
- Edit Documents
- Track Changes and Comments

##### **Unit 3: Working with Excel 2016**

- Streamline Workflow in Excel using Templates
- Accelerate Date Entry with Flash Fill
- Incorporate Charts
- Using Quick Analysis

##### **Unit 4: Working with PowerPoint 2016**

- Apply a Theme
- Incorporate Objects
- Leverage the Enhanced Presenter View
- Collaborate with Others on a Single Presentation

##### **Unit 5: Working with Access 2016**

- Explore Web Apps
- Utilize Templates in Access

##### **Unit 6: Working with Outlook 2016**

- Navigate through Mail, Calendars, People, and Tasks
- Inline Replies
- Manage your Mailbox