

Microsoft Office Upgrade Training

Upgrade skills to the newest MS Office Suite



Course Objectives

- Become proficient in the new features in Microsoft Office
- Understand the new Office file formats
- Customise the Office experience
- Use the Office ribbon effectively
- Use the new features in Word
- Use the new features in Excel
- Use the new features in PowerPoint
- Use the new features in Outlook

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Have a working knowledge of previous Microsoft Office version(s).

Course Outline

Office

- Backstage view
- Recent documents
- Office ribbon
- Minimise the ribbon
- Customise the ribbon
- Dialog box launches
- Contextual tabs
- Quick access toolbar
- Galleries and live preview
- Access the ribbon via the keyboard
- Mini toolbar
- Zooming
- Status bar

Word

- File formats
- Compatibility checker
- View ruler
- Building blocks
- Text boxes
- Compare documents
- Charts
- PDF editing

Excel

- File formats
- Compatibility checker
- Auto complete functions
- Expandable formula bar
- New sheets button
- Recording macros
- Excel views
- Themes
- Sorting data
- Conditional formatting
- Pivot tables
- Pivot table time lines
- Sparklines
- Flash fill
- Improved charting

PowerPoint

- New and improved effects
- Presentation as a video
- Formatting Task Pane
- Themes and quick styles
- Custom slide layouts
- Charts
- Smart art
- Presenter view

Outlook

- Navigation pane
- Arranging folders
- To-do bar
- The ribbon
- Flagging mail
- New preview
- Attachment previewing
- Out of office assistant
- Signatures
- Quick parts
- Quicksteps
- Sneak a peek
- Overlay calendars
- Weather bar