

**Course Description:** In this 1-day class, you will learn the new tools and features in Microsoft Office 2016 as well as tips & tricks for each program. This course is intended for users already familiar with previous Microsoft Office Programs.

**Module 1 – What's New in Office 2016**

- Start Screens
- The File Tab (Backstage View)
- Customizing the Ribbon
- Working in Backstage View
- Screen Capture Tool
- Paste Preview
- Document Versions
- Recovering Unsaved Files
- Previewing and Printing Files
- Exploring the New Picture Tools
- Using Smart Lookup
- Using the "Tell Me" Feature
- The Compatibility Checker & Compatibility Mode
- Converting Files to the Current Version

**Module 2 - What's New in Outlook 2016**

- The New Outlook Window
- Navigation Options
- New Message Views/Pop Outs
- Using Inline Tools
- Working with the Peek Views
- Finding Information with Instant Search
- Removing Names from AutoComplete
- Conversation Management
- Creating & Using Quick Steps
- New Calendar Views
- Pinning Calendars & Tasks
- Categorize by Color
- Accessing Recent Documents

**Module 3 – What's New in Excel 2016**

- Managing Workbook Windows
- Adding Worksheets
- Using Page Layout View
- Flash Fill
- New Excel Table Features
- Using Slicers for Filtering
- Expanded Conditional Formatting
- Expanded Filtering
- Quick Analysis Tools
- New Charting Tools & Chart Types
- Adding Sparkline Charts
- Creating Basic Formulas & Functions
- New Functions
- New Data Analysis Tools

**Module 4 – What's New in Word 2016**

- Using the Navigation Pane
- Reading View & Object Zoom
- Expand & Collapse Document Parts
- Using the Design Tab
- New Table Tools
- New Alignment Tools
- Using Live Layout Tools
- Insert Online Pictures & Video
- Working with PDF Files
- New Document Markup Tools
- Locking & Unlocking Track Changes
- Mark as Final

**Module 5 - What's New in PowerPoint 2016**

- Using the Formatting Task Panes
- Updated Themes & Variants
- Smart Guides & Static Guides
- Using Color Sampling
- Merging Shapes
- Comments Pane
- New Zoom Options
- Working with Sections
- New Animation Effects
- Improved Audio & Video Support
- Working with Video Styles
- Presenter View
- Saving a Presentation as a Video

**Module 6 – What's New in OneNote 2016**

- The OneNote Screen
- Working with Note Containers
- Taking Linked Notes
- Adding Outlook Meeting Details
- Sending Reminders to Outlook
- Using Side Notes
- Inserting Excel Spreadsheets
- Note Tags
- Searching Notebooks
- Audio & Video