

Microsoft® Office 2016: Transition from Office 2007/2010

Course Specifications

Course Number: ELK91-039_rev1.1

Course Length: 1.0 day(s)

Course Description

You've used Microsoft® Office 2007 or Office 2010 to create various types of business materials, from documents in Word to spreadsheets in Excel® to presentations in PowerPoint®. Perhaps you use Outlook® to manage your calendar, contacts, and email; or Access® to manage inventory and trouble tickets.

However you use Office, the fact is the Office suite of applications is the de-facto standard for business productivity software. Each new release of Office builds upon the successes of the previous generations.

This course builds upon the foundational Microsoft Office 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

This Microsoft® Office 2016: Transition from Office 2007/2010 course will help you bridge the gap from the version you already know and love, to the latest release of Microsoft's flagship productivity suite.

Course Objective: In this course, you will explore the new features available in Office 2016 applications.

You will:

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

Target Student: This course is designed for individuals who already have foundational knowledge and skills in Office 2007 or Office 2010, and are interested in transitioning from an earlier Office version to Office 2016.

This course is also designed for those individuals who may be interested in some of the new features available in the Office 2016 suite of products.

Course Outline

Prerequisites: To ensure your success in this course, you will need to have familiarity with either the Office 2007 or Office 2010 suite of products, including Word, Excel, PowerPoint, Access, and Outlook. Additionally, you need to be familiar with how Windows® 10 operates. To meet these prerequisites, you can take any one or more of the following Logical Operations courses:

- Microsoft® Office Word 2010: Part 1
- Microsoft® Office Excel® 2010: Part 1
- Microsoft® Office PowerPoint® 2010: Part 1
- Microsoft® Office Access® 2010: Part 1
- Microsoft® Office Outlook® 2010: Part 1
- Microsoft® Windows®10: Transition from Windows® 7

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor (You may want to check that your processor meets Microsoft's requirements prior to installation.)
- Projection system to display the instructor's computer screen
- 2 gigabyte (GB) RAM (32-bit) or 4 GB RAM (64-bit)
- 16 GB (32-bit) or 20 GB (64-bit) hard drive with at least 3 GB free hard disk space available for Office 2016 installation
- DVD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 x 768 resolution SVGA monitor
- Network card and cabling for local network access
- Internet access with no password required (through Wi-Fi, cabled Ethernet, or mobile broadband)
- (Optional) Printer or an installed printer driver

Software Requirements

- Microsoft® Windows® 10
- Microsoft® Office Professional 2016

Course Content

Lesson 1: Getting Started with Microsoft Office 2016

Topic A: Common Features

Topic B: Office 2016 and the Cloud

Lesson 2: Working with Microsoft Word 2016

Topic A: Edit a PDF

Topic B: Work with Tables

Topic C: Embed Videos

Topic D: Edit Documents

Topic E: Read Documents

Lesson 3: Working with Microsoft Excel 2016

Topic A: Streamline Workflow in Excel Using Templates

Topic B: Accelerate Data Entry with Flash Fill

Topic C: Incorporate Charts

Topic D: Analyze Data

Lesson 4: Working with Microsoft PowerPoint 2016

Topic A: Apply a Theme

Topic B: Incorporate Objects

Topic C: Leverage the Enhanced Presenter View

Topic D: Collaborate with Others on a Single Presentation

Lesson 5: Working with Microsoft Access 2016

Topic A: Explore Web Apps

Topic B: Utilize Templates in Access

Lesson 6: Working with Microsoft Outlook 2016

Topic A: Navigate Through Mail, Calendars, People, and Tasks

Topic B: Manage Your Mailbox