New Features of Microsoft Office 2016

Microsoft Word, Outlook, and Excel 2016
90 Minutes

Course Content

This 90-minute class focuses on getting you up to speed with some of the many new features available in Microsoft Word, Outlook, and Excel 2016. Searching within documents, and the interface, is made easier with the additions of Tell Me, Smart Lookup and Insights. Each program has been upgraded with a new bold color scheme. Microsoft Word has taken co-authoring to a new level. Microsoft Outlook has attach files without searching, Outlook Groups, Clutter, and navigation tools to help you manage your Outlook more efficiently. Microsoft Excel has Flash Fill, recommended charts and PivotTables helping you create stunning reports in seconds.

By the end of this class attendees will have the understanding of how to search, co-author, attach files, create groups, use Flash Fill, and create stunning reports.

Lessons include the following:

- Explore the Office 2016 Interface

- Work faster with Tell Me, Smart Lookup, and Insights

- Co-author documents in Microsoft Word

- View and Work with document in Read Mode

- View Email messages by conversation

- Attach files without searching

- Set up an Outlook Group

- Clean up your Inbox with Clutter

- Use Flash Fill in Microsoft Excel

- Build reports using Excel's Recommended Charts and PivotTables feature