

Course Description

Excel 2016 – Essential skills after migration

Basic commands part 1

- You need to know: About your spreadsheet application
- Opening a workbook
- Overview of the environment
- Calculating a sum and other basic functions
- Applying a theme
- Cell colour
- Page layout
- Print preview and printing
- Creating a new workbook
- Using Microsoft Excel Help
- Zoom
- Inserting and deleting sheets, sheet background

Basic commands part 2

- Cell styles
- You need to know: Calculating with functions
- Control date, date formats
- Applying a conditional format
- Managing conditional formats
- Sorting data
- Splitting the window, freezing a column/row
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files

Outlook 2016 Essential skills for managing messages

Working with messages

- You need to know: About your e-mail application
- Reading messages
- You need to know: Text made easy
- Creating and sending messages
- You need to know: Formatting characters
- Managing text in a message
- Attaching files to a message
- Managing items attached to a received message
- Replying to a message
- Forwarding a message
- Printing messages
- Deleting a message

Working with the e-mail application

- Finding messages
- Sorting, grouping and filtering messages
- Managing outgoing messages
- Message tracking options
- Message follow-up flags
- Adding a signature to a message
- Message templates or forms
- Recalling and resending a message

PowerPoint 2016 - Essential skills after migration

New in 2016 - 01 - Overview

- You need to know: About your presentation program
- Opening a presentation
- Overview of the working environment
- Views
- Zoom
- Saving a presentation
- Notes page
- Spell checking
- Synonyms and translation
- Playing the slide show
- Page layout and orientation
- Print preview and printing
- Creating a new presentation
- Using PowerPoint's help

New in 2016 - 02 - Creating and managing slides

- Creating slides
- Themes and layouts
- Slide creation and text input in Outline view
- Inserting slides from another presentation
- Sections

Word 2016 - Essential skills after migration

New in 2016: 01 - Basic commands part 1

- You need to know: About your word processor
- Opening a document
- Overview of the environment
- Formatting characters
- Character colour
- Creating a new document
- Inserting special characters
- Paragraph spacing
- Borders and shading
- Customised numbered list
- Customised bulleted list
- Page layout
- Zoom
- Printing
- Using Microsoft Word Help

New in 2016: 02 - Basic commands part 2

- Finding text/formatting
- Checking spelling and grammar
- Finding synonyms
- Different levels in a list
- List styles
- AutoCorrect settings
- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- Headers and footers
- Page numbering
- Converting Word documents
- You need to know: Import, export and interoperability with Word
- Transfer, export: PDF, XPS, text, web page, e-mail
- Versions and recovery of files
- Views and windows