

# MS OFFICE 2016

## 1 DAY CONVERSION COURSE

### OVERVIEW

This course is for people who are upgrading from an earlier version of Microsoft Office. We take a look at changes to the user interface. Basic features of the new office applications are also included in the course. Further full day courses are available for a more in-depth look at each application.

### WHO SHOULD ATTEND

This course is designed for students who already have a basic understanding of the Office Applications but on a previous version.

### General Features

- Screen Layout
- Office Ribbon
- Quick Access Toolbar
- File Management
- Recent Files
- File Types
- Starting An Office Application

### Powerpoint 2016

- Creating a Basic Presentation
- Slide Designs
- Cut / Copy / Paste / Advanced Options
- Page Setup
- Printing
- Spell Check
- Slide Show Features

### Word 2016

- Basic Formatting / Editing
- Format Painter
- Cut / Copy / Paste / Advanced Options
- Spell Check
- Page Setup
- Headers / Footers / Page Numbers
- Print & Print Preview
- Inserting Tables

### Outlook 2016

- Sending / Receiving Emails
- Folders
- Signatures
- Follow Up Flags & Properties
- Contacts Features
- Calendar Features

### Excel 2016

- Adding / Editing Data
- Creating a formula using Autosum
- Cut / Copy / Paste / Advanced Options
- Creating Basic Charts
- Conditional Formatting
- Page Setup / Printing

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