



# Microsoft Office 2016

## Upgrading



INFOCUS COURSEWARE

Product Code: INF1600

ISBN: 978-1-925526-61-5

### ❖ General Description

**Microsoft Office 2016 - Upgrading** provides skills and knowledge in a wide range of new features, enhancements and changes found in **Microsoft Office 2013** and **Microsoft Office 2016**. It is particularly useful for those upgrading from **Microsoft Office 2010** and earlier.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- understand the **Office 2016** interface
- use the help system tools available to you in **Office 2016**
- work with files in **Office 2016**
- use the new features available for formatting graphics
- insert and edit pictures
- understand what has changed in **Word 2016**
- understand and work with a number of the new and improved features of **Excel 2016**
- understand and work with new charts and chart tools
- understand and work with **Power View** and **Power Pivot**
- understand and work with **Power Pivot**
- understand and work with **Excel Power Map**
- understand and work with **Excel Get & Transform**
- use the new and enhanced features of **PowerPoint 2016**
- work with many of the new features of **Outlook 2016**
- work with email messages in **Outlook 2016**
- work with the new **People** and **Calendar** features in **Outlook 2016**

### ❖ Prerequisites

Experience and knowledge of a version of **Microsoft Office** prior to **Office 2016** is essential for this course, **Microsoft Office 2016 - Upgrading**, including experience in manipulating Office files, and creating documents, workbooks, presentations and emails.

### ❖ Topic Sheets

204 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

### ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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### The Office 2016 Interface

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- Using Tell Me
- Understanding the Start Screen
- Using Smart Lookup
- Customising the Ribbon With Display Options
- Working Collaboratively
- Understanding the Backstage View
- Accessing the Backstage View
- Integrating With the Cloud
- Working With Touch Mode

### The Office 2016 Help System

- Understanding How Help Works
- Knowing Your Version and Build
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### The Office 2016 File System

- The Open Place
- Opening Files in Office 2016
- Closing Files in Office 2016
- Opening Recent Files and Folders
- Recent Files From the Start Screen
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- Saving to OneDrive
- Saving to a Previous Version
- Saving as Macro Enabled
- Creating a PDF File
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- Understanding Templates in Office 2016
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- Setting a Custom Templates Location
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### Formatting Graphics in Office

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- Understanding Format Panes
- Working With the Format Pane
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- Formatting With the Layout Options Button
- Quickly Formatting Charts

### Pictures and Illustrations

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- Inserting an Online Picture
- Applying Picture Styles
- Repositioning Pictures
- Applying and Changing Effects
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- Changing Picture Colouring
- Understanding Illustrations
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### Microsoft Word 2016

- Whats New in Word 2016
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- Understanding the Design Tab
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### Microsoft Excel 2016

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- New Worksheet Functions in Excel 2013
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- The RRI Function
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Creating Slicers

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- Working With Data Model Fields
- Changing a Power Pivot View
- Creating a Data Model PivotTable
- Using Related Power Pivot Fields
- Creating a Calculated Field
- Creating a Concatenated Field
- Formatting Data Model Fields



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Using Calculated Fields  
Creating a Timeline  
Adding Slicers

## Excel Power Map

Understanding Power Map  
Creating a Power Map Tour  
Working With Location Fields  
Working With Mapping Confidence  
Working With Height and Category Fields  
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Navigating a Data Map  
Changing the Look  
Working With Layers  
Working With Scenes  
Working With Scene Options  
Working With Time Settings  
Viewing and Editing a Tour  
Exporting a Tour as a Video

## Excel Get and Transform

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The Advanced Editor

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Applying Theme Variants  
Inserting an Online Video  
Aligning Objects  
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Looking at Presenter View in Detail  
Using Presenter View

Exporting a Presentation to Video  
Presenting Online

## Microsoft Outlook 2016

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Common Outlook 2016 Screen Elements  
Navigating to Outlook Features  
Sneaking a Peek  
The Folder Pane  
The to Do Bar  
The Mail Screen  
The Calendar Screen  
The People Screen

## Outlook 2016 Mail

Outlook Clutter  
Opening an Outlook Data File  
Previewing Messages  
Showing Unread or All Mail  
Using Quick Action Commands  
Responding to Messages Using Inline Replies  
Sending an Email Without an Attachment  
Outlook Attachments  
Understanding Conversation View

## Other Outlook 2016 Features

Understanding People View  
Viewing Your Contacts  
Editing a Contact  
Pinning a Contact to Your Favourites  
Contacting a Contact From the People Card  
Contacting a Contact From the People Peek  
Understanding the Weather Bar



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