



# Microsoft Office 2016

## Upgrading



INFOCUS COURSEWARE

Product Code: INF1600

ISBN: 978-1-925526-14-1

### ❖ 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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Product Information



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Using Calculated Fields  
Creating a Timeline  
Adding Slicers

## Excel Power Map

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Creating a Power Map Tour  
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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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