



Microsoft Office 2016 Essentials



INFOCUS COURSEWARE

Product Code: INF1608

ISBN: 978-1-925873-69-6

❖ General Description

The skills and knowledge acquired in Microsoft Office 2016 Essentials are sufficient to be able to use and operate the software at an introductory level.

❖ Learning Outcomes

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

- work with the basic components of the **Windows 10** interface
- understand and use some of the features common to all **Microsoft Office 2016** applications
- understand the history of word processing and the types of documents that can be word-processed
- understand some of the key underlying concepts of spreadsheets
- understand and create basic presentations in **PowerPoint 2016**
- create and work with basic databases in **Microsoft Access 2016**
- work with the **Calendar** feature
- create and work with contacts
- create and work with tasks
- share data between applications in **Microsoft Office 2016**

❖ Prerequisites

Microsoft Office 2016 Essentials assumes little or no knowledge of the software or computers.

❖ Topic Sheets

139 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.

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Contents

Starting With Windows 10

- What Is Windows
- Turning on the Computer
- Signing in to Windows
- The Desktop
- The Start Menu
- The Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Changing the Windows Search Settings
- Windows Store Apps
- Putting Your Computer to Sleep
- Shutting Down Your Computer

At Home in Office 2016

- Understanding Microsoft Office 2016
- Starting an Office 2016 Application
- Understanding the Start Screen
- A Typical Application Screen
- Working With Screen Features
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Backstage View
- Accessing the Backstage View
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- Navigating the Help Window
- Using Google to Get Help
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- Checking the Spelling in Your Document
- Making Basic Changes to Your Document
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- Safely Closing Your Document

Spreadsheets

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- The Characteristics of a Spreadsheet
- What a Spreadsheet Can Do
- The Appropriateness of Spreadsheets
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- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Saving a New Workbook on Your Computer
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- Typing Dates
- Typing Formulas
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- Making Basic Changes
- Easy Formatting
- Printing a Worksheet
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- Safely Closing a Workbook

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- Creating a New Blank Presentation
- Applying a Theme
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- Saving a Presentation
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- Presenting a Slide Show
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- Safely Closing a Presentation

Databases

- Creating a New Blank Database
- Switching to Design View

- Defining Table Structure
- Working With a Table
- Adding Data to a Table
- Adding More Data
- Filtering Data
- Clearing a Filter
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- Sorting Data
- Creating a Report
- Previewing a Report
- Saving a Report Design
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- Accessing the Calendar
- Changing the Calendar Arrangement
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- Removing a Time Zone
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- Working With Multiple Calendars
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- Understanding People View
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Tasks

- Tasks and the To-Do List
- Creating Tasks
- Changing Task Views
- Sorting Tasks
- Working With Tasks
- Deleting Tasks
- Printing a Task List



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Sharing Data

- Understanding Data Sharing
- Opening Files in File Explorer
- Copying and Pasting
- Capturing the Screen
- Moving Data With the Mouse
- Drag and Drop Copying
- Right-Dragging
- Embedding Objects
- Updating an Embedded Object
- Linking Objects
- Updating a Linked Source



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