



Course Outline

New Features Office 2016

Word 2016

- Topic A: Edit a PDF
- Topic B: Work with Tables
- Topic C: Embed Videos
- Topic D: Edit Documents
- Topic E: Read Documents

Excel 2016

- Topic A: Streamline Workflow in Excel Using Templates
- Topic B: Accelerate Data Entry with Flash Fill
- Topic C: Incorporate Charts
- Topic D: Analyze Data

PowerPoint 2016

- Topic A: Apply a Theme
- Topic B: Incorporate Objects
- Topic C: Leverage the Enhanced Presenter View
- Topic D: Collaborate with Others on a Single Presentation

Access 2016

- Topic A: Explore Web Apps
- Topic B: Utilize Templates in Access

Outlook 2016

- Topic A: Navigate Through Mail, Calendars, People, and Tasks
- Topic B: Manage Your Mailbox