

UPGRADING TO OFFICE

PRODUCT INFORMATION



This eLearning course is designed for experienced users of Office 2007, Office 2010 and Office 2013, who are upgrading to the Office 2019 / Office 2016 applications.

The applications of Office contain many innovations but count on proven features as well. There are many new diagram types and new helpful search functions. Thus you can directly start web searches for terms relating to your documents from the particular application. In this course, you will deal with the essential innovations as well as with proven, fundamental program functions...

PARAMETERS

Version	3.5
Duration	4:05 h
Languages	German, English, Chinese, French, Spanish, Brazilian-Portuguese, Japanese, Italian, Russian (Hybrid)
Release	April 2019

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GENERAL NEW FEATURES AND OFFICE

Working with document templates

New search functions

Working online

Inserting, formatting, and aligning items

Voice features

NEW FEATURES IN WORD

Read Mode and editing PDF files

Improved collaboration

NEW FEATURES IN EXCEL

Charts in Excel

Analyzing and filtering data

Using Sparklines

NEW FEATURES IN POWERPOINT

Charts in PowerPoint

Tools for presenters

NEW FEATURES IN OUTLOOK

File attachments

Sharing a calendar and opening an approved calendar

Finding items using search

ADDITIONAL FEATURES OF WINDOWS AND OFFICE

Excel

Outlook

FINAL TEST

30 Questions
