

Windows 10 & Microsoft Office 2016 New Features

Length: ½ Day

COURSE CONTENT

1: WINDOWS 10 BASICS

- Getting Started
 - Overview
 - The Opening Lock screen
 - Desktop/Start screen
 - In brief – desktop mode and tablet mode
- Interacting with Windows 10
 - Touch controls (tablet mode)
 - Mouse controls and desktop shortcuts (desktop mode)
- Basic mouse techniques for new users to Windows
 - How to move the mouse
 - Clicking the mouse
 - Double-clicking the mouse
 - Right-clicking the mouse
- Working with Live Tiles in Start
 - The Start screen (tablet mode) and Start menu (desktop mode)
 - Moving, sizing and unpinning tiles on Start screen
 - Dragging items using the mouse
 - Moving tiles in Start
 - Adding tiles
 - Making a tile smaller or bigger
 - Removing ('unpinning') tiles from Start
- Logging out, shutting down and restarting Windows 10
 - Signing out and shutting down Windows 10
- Restarting Windows 10

2: USING WINDOWS

- Working with the Desktop (Desktop mode)
 - The desktop
 - In Brief – Apps or Applications?
 - Identifying parts of a window (Desktop mode)
 - Moving and resizing a window
 - Maximizing, restoring, and minimizing a window (Desktop mode)
 - Scrolling in a window
 - Opening multiple windows (Desktop mode)

- Switching between windows (Desktop mode)
- Using taskbar to quickly reposition windows (Desktop mode)
- Snapping windows
- Working with the Quick Access Toolbar
- Working with the Ribbon
 - Ribbon/command conventions
- Dialog box elements
- Getting Help and Support
 - Help and Support

3: GETTING STARTED WITH MICROSOFT OFFICE 2016

- Common Features
- Office 2016 and the Cloud

4: WORKING WITH MICROSOFT WORD 2016

- Edit a PDF
- Work with Tables
- Embed Videos
- Edit Documents
- Read Documents

5: WORKING WITH MICROSOFT EXCEL 2016

- Streamline Workflow in Excel Using Templates
- Accelerate Data Entry with Flash Fill
- Incorporate Charts
- Analyze Data

6: WORKING WITH MICROSOFT POWERPOINT 2016

- Apply a Theme
- Incorporate Objects
- Leverage the Enhanced Presenter View
- Collaborate with Others on a Single Presentation

7: WORKING WITH MICROSOFT OUTLOOK 2016

- Navigate Through Mail, Calendars, People, and Tasks
- Manage Your Mailbox