PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

Office Upgrade 2016

The PD Training Upgrading to MS Office 2016 Training course covers all the features of 2016 office courses. This will help the participants to expand their existing knowledge in Office 2016 and learn to use advanced features.

This hands-on training workshop is now available throughout Singapore.

Please click on the Public Class tab below to view our Upgrading to MS Office 2016 Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This Upgrade to Microsoft Office Upgrade 2016 training course running in Singapore helps participants to use Office Courses effectively.

In Word, participants will learn to use the the basic functions and features of Word 2016 including adding and formatting texts, adding tables,graphs and more.

In Excel they will use sparklines, filter data with slicers, and create a PivotChart.

In PowerPoint they will organise slides into sections, edit movie clips, apply animation effects, and learn how to broadcast slide shows.

In Outlook they will manage e-mail conversations, create Quick Steps, and use the People Pane.

In Access, they will learn how to use the tabbed document window, create Lookup list fields, and use the data type gallery.

In addition, participants will learn about ribbon customisation and Backstage view, and save a file as a PDF.

Outcomes

By the end of this course, participants will learn:

- Discover contextual tools

- Manage data with Excel tables
- Insert functions, build formulas
- Access your notes anywhere
- Set up an Outlook group
- Format documents with style
- Organise information in tables
- Morph Images and Objects
- Create PivotTables and PivotCharts
- Manage e-mail conversations in Outlook
- Format video clips on slides

Modules

Lesson 1: Getting started
- Workshop Objectives Explained
- Pre-Assignment

Lesson 2: Excel 2016 – The Basics
- Create something
- Stay connected

Lesson 3: Find recent files
- Discover contextual tools
- Share your work with others
- Manage data with Excel tables
- Insert functions, build formulas
- Find whatever you need
- Look up relevant information

Lesson 4: OneNote 2016 – The Basics
- Access your notes anywhere
- Never run out of paper
- Don’t worry about saving
- Tag important notes
- Organise information in tables
- Create wiki-style hyperlinks
- Copy text from picture
- Share notes with other people
- Get help with OneNote

Lesson 5: Outlook 2016 – The Basics
- Access your notes anywhere
- Set up your Account
- Attach files without searching
- Set up an Outlook group
- Outlook is more than just email
- Find whatever you need
- Look up relevant information

Lesson 6: PowerPoint – The Basics
- Create something
- Stay connected
- Find recent files
- Share your work with others
- Get inspired while you work
- Morph Images and Objects
- Format shapes with precision
- Find whatever you need
- Look up relevant information

Lesson 7: Word 2016 – The Basics

Lesson 8: Course Wrap Up

- Create something
- Stay connected
- Find recent files
- Discover contextual tools
- Share your work with others
- Review and track changes
- See who else is typing
- Format documents with style
- Find whatever you need
- Look up relevant information
- Words from the Wise
- Lessons Learned

Talk to our expert team

Phone: 3158 3955

Email: enquiries@pdtraining.com.sg