

Course : Office 2016, getting started

Practical course - 2d - 14h00 - Ref. OFI

Price : 890 CHF E.T.

This course will introduce you to the new features of the Office 2016 suite. You'll learn how to find the essential commands and discover the innovations in Word, Excel, PowerPoint and Outlook so you can take advantage of the new features and share high-quality professional documents.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Discover and master the new Office 2016 interface
- ✓ Identify the new functionalities of this new Office version
- ✓ Handle Excel data efficiently with new tools
- ✓ Use new tools to create, present and consult Word documents
- ✓ Optimize your PowerPoint presentations with the new tools and create a "tuto"
- ✓ Master new functionalities for optimal management of Outlook items

Intended audience

Office 2013/2010 users wishing to upgrade to the 2016 version.

Prerequisites

Good knowledge of previous versions of Office.

Practical details

Hands-on work

Practical exercises, exchanges and demonstrations.

Teaching methods

Active pedagogy based on evaluations throughout the course, exchanges, demonstrations and application exercises.

Course schedule

PARTICIPANTS

Office 2013/2010 users wishing to upgrade to the 2016 version.

PREREQUISITES

Good knowledge of previous versions of Office.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects.

They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

1 What's new in Excel 2016

- Get to grips with the new interface features.
- Test new functions, semi-automatic data entry and instant filling.
- Discover rapid analysis and suggestions.
- Learn about new graphics and filters.
- Manipulate the "Forecast" and "TCD" tools.
- Learn what's new in table linking, PowerPivot and PowerQuery.

Hands-on work

Learn about instant fill, suggestions, templates and charting tools, TCD, PowerPivot and PowerQuery.

2 What's new in Word 2016

- Get to grips with the new interface features.
- Discover document templates.
- Use fast actions.
- Master dynamic positions and image alignment guides.
- Store the last page of a document read (reading mode).
- Open and edit PDFs.
- Collaborate in real time.
- Lock track changes mode.

Hands-on work

Apply quick actions. Modify the position of images and PDFs. Share a document and track changes.

3 What's new in PowerPoint 2016

- Get to grips with the new interface features.
- View objects with the selection pane.
- Align and distribute objects using guide lines.
- Transform and create customized objects and shapes.
- Record your screen to create a "tuto".
- Learn about transition effects and video tools.
- Discover what's new in presenter mode.
- Collaborate and share in real time.

Hands-on work

Use guide lines, custom shape and presenter mode. Create a "tuto".

4 What's new in Outlook 2016

- Get to grips with the new interface features.
- Enhanced search and fast action.
- Use the "Mixed mail", "All" and "Unread" functions.
- Understanding attachment management.
- Reply live from the playback pane.
- One-click archiving.
- Create and manage groups.
- Learn how to manage "Calendar".

Hands-on work

Search for items, insert a document, create a group and its members, archive, work on shared calendars.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS

2026: 9 Mar., 18 May, 1 Oct., 10 Dec.