



# Microsoft Office 2016/2019/365 New Features & Changes (since 2007 or 2010)

1 Day Course  
Training at Your Office

## COURSE DESCRIPTION

Bring your Office knowledge up-to-date with a comprehensive look at all the changes in Office 2016/2019/365 – whichever version your organization uses. Learn how to make the most of new features such as OneDrive cloud storage and the refreshed user interface.

Prerequisites: This course is intended for users with an intermediate knowledge of older Excel, PowerPoint, Word and Outlook. Beginners should take our Basics course instead.

## COURSE TOPICS

### Common Features

- The Start Screen / Backstage View
- Office Themes / Backgrounds
- Smart Lookup
- The Cloud and OneDrive
- Resume Reading
- Office Online
- Microsoft Account
- Office 365 Monthly/Semi-Annual Updates

### Excel

- New Improved Templates
- Accelerate Data Entry with Flash Fill
- Updating Email Address with Flash Fill
- Six New Chart Types
- Improved Chart Formatting
- Analyzing Data:
  - Quick Analysis
  - Adding Conditional Formatting
- Data Cards
- Field List Search
- Timeline Slicers
- Time Groups
- PivotChart Drill Down
- Power Pivot
- Built-in Data Model
- Power Query
- Forecasting

### Word

- Edit a PDF / PDF Reflow
- Changes to Tables feature
- Embedded Videos
- Image Orientation
- Live Layout
- Alignment Guides
- Simple Markup
- Lock Tracking
- Comments
- Sharing Pane
- Real-Time Co-editing
- Reading Documents on Electronic Devices

### PowerPoint

- Improved Themes
- Smart Guides
- Motion Paths
- Merge Common Shapes
- The Eyedropper Tool
- Updated Presenter View
- Collaboration Tools
  - Comments
  - Editing a Shared Presentation
  - Reviewing someone else's edits

### Outlook

- Enhanced Navigation
- Peeks
- Mail View
- Calendar View
- People View
- Tasks View
- Exchange Active Sync
- Improved Search
- Create Your Own Desktop Groups
- Using Clutter to organize
- Attachment Options
- Cloud Attachments
- MailTips
- Policy Tips



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