



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

1 Day Course  
Training at Your Office

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## 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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# Microsoft Office Basics

Versions 2007 to 2019/365

1 Day Course

Training at Your Office

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## COURSE DESCRIPTION

In this one day course we look at the very basics in Excel, Word, PowerPoint and Outlook. This course is for you if you want a quick start in each of these programs, or if you would like to see what each program can do so that you can decide which ones you feel you will need to learn in detail.

After taking this course, should you wish to learn more about one of these programs, take the full day courses offered in each of these MS Office products.

*Course Prerequisite:* no prior knowledge of MS Office is required for this course, however a basic knowledge of Windows and ability to use a keyboard and mouse necessary.

## COURSE TOPICS

### General Topics

- Save, Open and Close Files
- Switching Between Open Programs/Files
- Exiting Programs

### Excel

- Overview
- Screen Layout
- Entering Data
- Editing Entries
- Moving Around a Worksheet
- Selecting Cells
- Formulas vs. Functions – What's the Difference?
- Entering Basic Formulas
- Using AutoSum for Sums
- Basic Number Formats

### Outlook

- Overview
- Sending Email
- Adding an Attachment
- Replying/Forwarding
- Deleting Messages
- Deleted Items Folder
- Sent Items Folder
- Basics of Using Calendar
- Creating an Appointment, Setting a Reminder
- Creating a Recurring Appointment
- Create a Task with the To-Do List

### Word

- Overview
- Typing Tips
- Move through Text
- Add, Delete and Edit Text
- Selecting Text
- Basics of Aligning Text
- Spell Check
- Print

### PowerPoint

- Overview
- Create Presentation
- Create Slides, Choose Layout
- Add Text
- Understanding Placeholders
- Basics of Formatting Placeholders
- Different Views
- Applying a Theme
- Insert Pictures
- Basic Transition Effects
- Running a Slide Show



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# Microsoft Office Tips & Tricks

Versions 2007 to 2019/365

1 Day Course

Training at Your Office

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## COURSE DESCRIPTION

You use Microsoft Office everyday: Outlook for email and calendars, Excel for spreadsheets, PowerPoint for persuasive presentations and Word to write letters, reports and more. The programs are feature-rich and powerful, but you know there is a lot more power to harness, if you only knew the tricks the experts know. During this one day course you will be amazed at all the tips and tricks you will pick up to take you from a casual user to a full-fledged Microsoft Office expert.

*Course Prerequisite:* this course is *not* intended for beginners. An Intermediate or better knowledge of Excel, PowerPoint, Word and Outlook is essential.

## COURSE TOPICS

### Microsoft Excel

- Using the modifier keys: ALT, SHIFT & CTRL
- Faster navigation and selection
- Using the status bar effectively
- Taming large worksheets
- Extracting single sheets for email
- Duplicating sheets quickly
- Fast formatting with Format Painter
- Easier data entry: AutoFill, AutoComplete, Keyboard shortcuts
- Creating custom lists
- Quick location and locking of formula cells
- Tips to understanding unknown functions and evaluating formulas
- Charts in one keystroke
- Reusing chart formats easily
- Advanced cell comments
- Data cleanup and duplicate removal
- Custom number and date formats
- Setting Excel Options for maximum impact
- Keyboard shortcuts and the Fkeys

### Microsoft Word

- Quick selection and document navigation
- Understanding the Ruler, indents and tabs
- Quick formatting with Format Painter
- Using Word Views and Invisible characters
- Understanding sections in larger documents
- Mastering pictures and wrap text
- Using AutoText, AutoCorrect and AutoFormat like a pro
- Manage custom dictionaries and spelling and grammar
- Using Track Changes and Document Protection

### Microsoft Outlook

- Maximize your Autosignatures
- Use a library of often used text for easy emailing
- Sharing calendars and contacts
- Understanding all your email address books
- Work with folders to organize your Inbox
- Flag and categorize emails
- Work with multiple windows
- Pre-file outgoing mail
- Keep your Outlook profile at its smallest size
- Find emails quickly with powerful searching tools and search folders
- Send attachments from documents and not Outlook
- Use voting buttons and track responses
- Drag and drop between modules for quick data entry

### Microsoft PowerPoint

- Save hours of work with Slide Masters and Layouts
- Powerful drawing tool, pictures and graphics tips
- Great graphics and where to find them
- Tips to locate perfect logos from the web
- Revise content with drag and drop
- Save a presentation in "show mode"
- Great tricks when delivering a presentation for polished results
- Compress presentations to minimal size



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