



Course Location:

LEARNSOFT TECHNOLOGY TRAINING CENTER

Torrey Pines Bank Building, 4350 Executive Drive, Suite 100

858-558-7444 | 858-731-8155 (Education Department)

www.agcsd.org

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Please note the 7 day Cancellation Policy Below

MICROSOFT OFFICE 2016 NEW FEATURES

Course Description: You've used Microsoft Office Suite applications to create various types of business materials from documents in Word to spreadsheets in Excel to presentations in PowerPoint. Perhaps you use Outlook to manage your calendar, contacts, and email; or Access to manage inventory and trouble tickets.

However you use Office, the fact is the Office suite of applications is the de-facto standard for business productivity software. Each new release of Office builds upon the successes of the previous generations.

This course builds upon the foundational Microsoft Office 2007, 2010 and 2013 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

Course Objectives: In this course, you will explore the new features available in Office 2016 applications.

You will:

- Identify new and enhanced features that are common across all applications in Office 2016.
- Modify documents using Microsoft Word 2016.
- Enhance worksheet data using Microsoft Excel 2016.
- Augment a presentation using Microsoft PowerPoint 2016.
- Create a database using Microsoft Access 2016.
- Utilize mail, calendars, contacts, and tasks in Microsoft Outlook 2016.

Prerequisites: To ensure your success in this course, you will need to have familiarity with either the Office 2007, 2010 or 2013 suite of products, including Word, Excel, PowerPoint, Access, and Outlook.

COURSE CONTENT

GETTING STARTED WITH MICROSOFT OFFICE 2016

- Common Features
- Office 2016 and the Cloud

WORKING WITH MICROSOFT WORD 2016

- Edit a PDF
- Work with Tables



- Embed Videos
- Edit Documents
- Read Documents

WORKING WITH MICROSOFT EXCEL 2016

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

WORKING WITH MICROSOFT POWERPOINT 2016

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

WORKING WITH MICROSOFT ACCESS 2016

- Explore Web Apps
- Utilize Templates in Access

WORKING WITH MICROSOFT OUTLOOK 2016

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

Date: March 8, 2017

June 6, 2017

Time: 8:00 am - 12:00 pm

Course Tuition: AGC Members \$195 Non Members \$225

Registration: Online Registration Must be completed **WWW.AGCSD.ORG**

SPECIAL Cancellations and/or Changes Policy: In partnership with Learnsoft Technologies all Cancellation notification must be received in writing no later than **7 business days** prior to the scheduled course date. Substitute registrants can be named at any time. A full refund - minus a 5% processing fee if paid by credit card - will be given if notification is received by AGC San Diego **7 business days** prior to the course start date. If a cancellation is received within the **7 business day** time frame, or if registrant(s) elects not to attend, attendee will forfeit the entire course fee. Those participants using using AGC Journeyman Trust funds must adhere to the cancellation policy. If a late cancellation or NO SHOW occurs the participating COMPANY and not the AGC Apprenticeship Trust is liable for the tuition.

Payment: Payment can be made online by credit card or PayPal. Master Card, Visa, Discover and American Express are accepted. Checks to be made payable to AGC San Diego. Invoice option is only available for AGC San Diego Chapter members. Full course payment must accompany each registration for all attendees at least seven days prior to the course start date. Contact Inna Alizade in Accounting for payment confirmations, refunds or receipts. inna@agcsd.org