

Common Features in Office 2016

1. The User Interface
2. Contextual tabs
3. Customizing the Quick Access Toolbar
4. The Start Screen
5. The File Tab - Overview
6. Recent Documents and Recent Places
7. Clear the list of recently used files
8. Creating a new document
9. Program Options
10. Print Preview
11. Insert Online Pictures
12. Paste Options - Overview
13. Mark as final (read-only)
14. Remove hidden data and personal information
15. Save as PDF
16. Send file as attachment
17. Send file as PDF attachment
18. Task panes
19. Edit chart data
20. Compatibility features
21. Smart lookup
22. First Aid: What do you want to do?
23. Semitransparent text boxes or shapes
24. Real-Time Co-Authoring
25. Changing the Office Theme

Word 2016

1. "Resume Reading" Feature
2. Converting a PDF into a Word document
3. The Read Mode
4. Object zoom
5. Navigating in complex documents
6. Different ways to insert a table
7. Inserting columns and rows to tables
8. Tips to select text
9. The Styles pane - Overview
10. Quick styles
11. Hiding white spaces
12. Cut, Copy and Paste
13. Inserting a watermark
14. Layout options for pictures
15. Header and Footer - Overview
16. Finding text
17. Quick parts
18. Printing documents

Excel 2016

1. Flash Fill
2. Converting a range of cells into a 'Table'
3. Conditional formatting - overview
4. Quick Analysis
5. Icon sets as filter
6. Filter within a filter
7. Choosing a number format
8. Multiple lines in a single cell
9. Eraser: clear content and formats
10. Change vertical alignment of cell content
11. Expand Formular Bar
12. Page Layout View
13. Headers and Footers
14. Insert a picture in Header or Footer
15. Insert a new worksheet
16. Find text or formats
17. Recommended Charts
18. New chart types
19. Sparklines - a graph within a single cell
20. Pivot Tables - Overview
21. Pivot Tables - Slicers
22. PivotTable - Timelines

Outlook 2016

1. The Outlook User Interface
2. The To-Do Bar
3. The Reading Pane
4. Message Preview
5. Color Categories
6. The Instant Search Box
7. Search folders: overview
8. Show 'New Mail' Envelope
9. Quick Steps
10. An overview of E-Mail Accounts
11. Keeping an eye on the mailbox size
12. View e-mail by conversation
13. Getting social with the people pane
14. Blocked Content
15. Auto-Complete List name suggestions
16. Attach Signature
17. The new Attachment Feature
18. Calendar views
19. Calendar's task list
20. Sharing a calendar
21. Schedule View
22. Viewing a shared calendar
23. Creating Calendar Groups
24. Printing the Calendar
25. Creating a contact group

PowerPoint 2016

1. Widescreen (16:9) as default slide size
2. Adding new Slides
3. Theme variants
4. Presenter View
5. Slide Master - Overview
6. creating a custom slide layout
7. Creating a SmartArt graphic
8. Creating a table
9. Saving Object as picture
10. Hiding objects
11. Merging Shapes
12. Matching colors using eyedropper
13. Custom animation - Overview
14. Copying animation effects
15. Creating a photo album
16. Compressing graphics
17. Sections - Overview
18. Inserting Onlinevideo (YouTube)
19. Turning a presentation into a video

OneNote 2016

1. OneNote - Overview
2. Components of a notebook
3. Create and use notebooks
4. Create content
5. Importing content
6. The OneNote Printer
7. The OneNote-Outlook collaboration
8. Stick with it: Quick notes
9. Searching OneNote
10. Applying tags
11. Export notes
12. Page templates
13. Print notes
14. Example: a recipe database
15. Example: project research
16. Example: meeting notes

