



Microsoft Office 2016 for Mac **Training**

Overview:

The skills and knowledge acquired in Microsoft Office 2016 for Mac are sufficient to be able to use and operate the software at an introductory level.

Learning Outcomes:

At the completion of this course you should be able to:

- Identify new and enhanced features that are common across all applications in Office for Mac.
- Quickly create visual documents with advanced formatting and graphics
- Build complex documents with columns, footnotes, headers, and tables
- Enter and organize Excel data more accurately and efficiently
- Quickly move, copy, delete, and format large amounts of data with Excel ranges
- Use charts to make data more visual, intuitively understandable, and actionable
- Create PowerPoint slide shows with animations and transitions
- Use Outlook 2016 for Mac to efficiently manage your email, contacts, and calendar
- Bring all your ideas and notes together in a OneNote notebook
- Enhance your OneNote notebooks with links, files, and more
- Customize your Office applications to work the way you do
- Store and share your Office files in the cloud with Microsoft OneDrive
- Collaborate with others, including people using other versions of Office

Target Audience:

This course is designed for users new to **Microsoft Office 2016 for Mac**.

Prerequisites:

This course assumes little or no knowledge of **Microsoft Office for Mac**.

However, it would be beneficial to have a general understanding of computers and the operating system environment.

Duration:

1 Day

Computer Training Options

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Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



computer training options

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Getting Started with Microsoft Office

Common Features

Working with Microsoft Word

Edit a PDF

Work with Tables

Embed Videos

Edit Documents

Read Documents

Working with Microsoft Excel

Streamline Workflow in Excel Using Templates

Accelerate Data Entry with Flash Fill

Incorporate Charts

Analyse Data

Working with Microsoft PowerPoint

Apply a Theme

Incorporate Objects

Leverage the Enhanced Presenter View

Collaborate with Others on a Single Presentation

Working with Microsoft Outlook

Navigate Through Mail, Calendars, People, and Tasks

Manage Your Mailbox

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