

EL446

OFFICE SUITE

NEW COURSE

Office 2016 : Essentials skills after migration - Online training

 New course**DURATION**
8 HOURS**REGULAR FEE**
175 \$

Objectives

Discover the new interface and basic features of the software included in the Microsoft® Office 2016 suite.

Targeted audience

Anyone needing to use the basic features of the Microsoft®Office 2016 pack.

Prerequisite

Knowledge of a Microsoft Office previous version

Content

- What's new in Excel 2016
- What's new in PowerPoint 2016
- What's new in Outlook 2016
- New 2016 Features common to Word, Excel and PowerPoint
- Basic features of Word, Excel, Power Point and Outlook 2016

General Note

The peculiarity of this online training consists of real training in the software. To enjoy this asset, after connecting to the portal, the identified user is directed to the solution MEDIAplus eLearning in the Cloud. A virtual machine will open on the user's desktop.

NO SETUP is required on the user's computer. Supported operating systems: Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP, SP3, Mac OS X 10.6 or higher. Supported browsers: recent versions of Internet Explorer (10 and 11), Edge, Chrome, Firefox, Safari. Please note that compatibility with tablets or mobiles is not assured for Office Suite' online training courses.

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