Ref : EB21-420

Word 2016

Migration and new features

Aim

Discover the new interface and make the most of Word 2016's new features.

Target audience	Level required	Estimated time to complete the essential modules
Every person needing to use Word 2016 who has already worked with a previous version.	Regular use of a previous version of Word.	08h 45min

Course content

‣ The essential modules

Microsoft Office 2016: New Features

Video	This module includes a video made up of 14 sequences.

- **What's new in Excel 2016**
  - · Creating a hierarchical chart
  - · Creating a waterfall chart
  - · Creating a Histogram statistic chart
  - · Creating a Pareto statistic chart
  - · Creating a Box and Whisker statistic chart
  - · Using the new pivot table features
  - · Using a selection of multiple slicers for filtering
  - · Creating a 3D map
- **What's new in PowerPoint 2016**
  - · Recording on-screen action
- **What's new in Outlook 2016**
  - · New ways of working with attachments
- **New 2016 Features common to Word, Excel and PowerPoint**
  - · Using Tell me help
  - · Inserting a handwritten equation
  - · New techniques for opening and saving files
  - · Using Smart Lookup

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Word 2016 – Changing versions whilst keeping your previous habits

MEDIAplus eLearning

This module offers interactive training consisting of 65 training videos, 65 exercises and 4 additional resources.

New in 2016: 01 - Basic commands part 1
- You need to know: About your word processor
- Opening a document
- Overview of the environment
- Formatting characters
- Character colour
- Creating a new document
- Inserting special characters
- Paragraph spacing
- Borders and shading
- Customised numbered list
- Customised bulleted list
- Page layout
- Zoom
- Printing
- Using Microsoft Word Help

New in 2016: 01 - Basic commands part 2
- Finding text/formatting
- Checking spelling and grammar
- Finding synonyms
- Different levels in a list
- List styles
- AutoCorrect settings
- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- Headers and footers
- Page numbering
- Converting Word documents
- You need to know: Import, export and interoperability with Word
- Transfer, export: PDF, XPS, text, web page, e-mail
- Versions and recovery of files
- Views and windows

New in 2016: 03 - Tables - graphic objects
- Creating a table
- Selecting and inserting rows and columns
- Table styles
- Formatting cells
- Sizing/rotating/adjusting a drawing object
- Moving/copying a drawing object
- Formatting a drawing object
- Text in a drawing object/WordArt
- Formatting text in an object/WordArt
- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Document background
- Charts
- Diagrams

New in 2016: 04 - Mail merge - Long documents
- Mail merge: associating a list of recipients with a document
- Inserting mail merge fields
- Running a mail merge
- Creating a style

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- Using the Styles pane
- Modifying a style
- Style sets
- Moving around in a long document
- Table of contents

New in 2016: 05 - Themes - Templates - Forms - Other
- Applying a quick style
- Applying a theme
- Creating and customising a theme
- Creating and using a template
- Modifying and deleting templates
- Creating a form
- Protecting and using a form
- You need to know: Customising the ribbon
- Comments
- Managing tracked changes
- Finalising a document
- Managing application preferences
- Statistics and document properties
- You need to know: Microsoft account, OneDrive and Office 365 SharePoint

▸ Complementary material

Word 2016 – Reference book

📖 Online book	This module includes digital course material.