WINDOWS 10/OFFICE 365 - NEW FEATURES

Course Code: 100328

This course will help you become more comfortable using the Windows 10 interface and Office 365

Welcome to Using Windows® 10. This new version of Windows incorporates hundreds of new features as well as improvements to existing ones. This course will also show users what Office 365 is all about and how to share and collaborate on documents using these products. By the end of this course, users should be comfortable completing basic in Windows 10 and Office 365.

What You'll Learn

- Getting to Know PC's and the Windows 10 User Interface
- Explore the Start Menu
- Search Your Computer
- Manage Files and Folders with File Explorer
- Using Microsoft Edge
- Office 2016
- Outlook 2016
- OneNote 2016

Who Needs to Attend

This course is intended to help both novice and experienced users.

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VIRTUAL CLASSROOM LIVE	$295 USD	1 Day

Virtual Classroom Live Outline

Getting to Know PC's and the Windows 10 User Interface

- Ease of Access Menu
- Shut Down Options Menu (and remind employees to restart their computers regularly to enable updates)

Explore the Start Menu

- Tiles
- Live Tiles
- Viewing All Apps
- Multitask with Apps
- Switching Between Apps
- The Snap Feature
- Using Snap Assist

Search Your Computer

- Getting to Know Cortana
- Using Cortana Voice Commands
- Using the Search Field
- View Notifications (enable updates)
- About Windows 10 Notifications
- About the Action Center
- Opening and Closing the Action Center
- Clearing Notifications
- Customizing Notification Settings

Manage Files and Folders with File Explorer

- Tabs and the Ribbon Interface
- The Quick Access Toolbar

- Pinning Locations for Quick Access

Using Microsoft Edge

- Viewing Frequently Visited Websites
- Viewing Your Favorites and saving to favorites
- Viewing Your Reading List and adding to it
- Using Reading View
- Creating Web Notes

Office 2016

- Common features that are new
- New features specific to Word
- New features specific to Excel

Outlook 2016

- Navigate through Mail, Calendars and tasks
- Specific changes to Outlook 2016
- Manage your mailbox overview

OneNote 2016

- Brief Overview

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PRIVATE GROUP TRAINING	1 Day

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