

# WINDOWS 10/OFFICE 2016 - NEW FEATURES

Course Code: 100329

This course will help you become more comfortable using the Windows 10 interface and the Microsoft Office 2016 suite.

This course is intended to help both novice and experienced users become familiar with the many changes that have been made to Windows with this release. By the end of this course, users should be comfortable completing basic actions using its user interface, using both Microsoft Edge and File Explorer, and using the new Microsoft Office 2016 features.

## 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 Explorer
- Using Microsoft Edge
- Office 365
- Collaborating with Shared Files
- Using OneDrive
- Outlook Web Access (OWA)
- Working with Teams
- OneNote 2016
- Using SharePoint

## Who Needs to Attend

Individuals who want to become more comfortable using the Windows 10 interface and Office 365.



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CLASSROOM LIVE

\$295 CAD

1 Day

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VIRTUAL CLASSROOM LIVE

\$295 CAD

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 365

- What is Office 365
- Office 365 vs Office 2016
- What is provided in Office 365

#### Collaborating with Shared Files

- Work with Shared Documents on the Team Site
- Identify differences between Office 365 and the desktop version of Office 2016
- Edit Documents in Web Apps and Office 2016 Apps

#### Using OneDrive

- Use OneDrive for work
- Create folders
- Upload Documents
- Use personal OneDrive
- Synchronize your cloud files with your pc

#### Outlook Web Access (OWA)

- OWA Interface Overview
- Email
- Calendar
- Contacts and Public Groups
- Other Options

#### Working with Teams

- Create a Team
- Video conference with the Team app
- Meeting with Team app
- Invitations, folders, files
- Adding elements to the Teams app
- Meeting tools

#### OneNote 2016

- What is OneNote
- How does it work
- Using OneNote for meetings
- Sharing OneNote for a group

#### Using SharePoint

- What is SharePoint and how can organizations use it





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PRIVATE GROUP TRAINING

1 Day

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Date created: 5/9/2025 2:03:23 AM

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