

# MICROSOFT OFFICE 365: 2019 NEW FEATURES UPDATE

Course Code: 821493

By the end of this course, users should be comfortable using the new features of Word, Excel, PowerPoint, Outlook, and Access that were released in 2019 for the desktop version of Microsoft Office 365.

Office 365 is Microsoft's subscription-based online office and software services suite. It incorporates access to online services such as cloud storage with the portability of Office Online.

This course is intended to help users of Office 365 understand updates made in 2019. It focuses on five Office 365 offerings — Word (word processing), Excel (spreadsheets), PowerPoint (presentations), Outlook (email and calendars), and Access (databases).

## What You'll Learn

- Word Features Updates
- Excel Feature Updates
- PowerPoint Feature Updates
- Outlook Feature Updates
- Access Feature Updates

## Who Needs to Attend

This course is intended to help users of Office 365 understand feature updates made in 2019. It focuses on five Office 365 offerings — Word (word processing), Excel (spreadsheets), PowerPoint (presentations), Outlook (email and calendars), and Access (databases).

## Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required.

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Word Feature Updates**

- Word Feature Updates

### **Lesson 2: Excel Feature Updates**

- Excel Feature Updates

### **Lesson 3: PowerPoint Feature Updates**

- PowerPoint Feature Updates

### **Lesson 4: Outlook Feature Updates**

- Outlook Feature Updates

### **Lesson 5: Access Feature Updates**

- Access Feature Updates

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VIRTUAL CLASSROOM LIVE

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1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Word Feature Updates**

- Word Feature Updates

### **Lesson 2: Excel Feature Updates**

- Excel Feature Updates

### **Lesson 3: PowerPoint Feature Updates**

- PowerPoint Feature Updates

### **Lesson 4: Outlook Feature Updates**

- Outlook Feature Updates

### **Lesson 5: Access Feature Updates**

- Access Feature Updates



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PRIVATE GROUP TRAINING

1 Day

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