Microsoft Office Upgrade - 1day

Microsoft Office Upgrade- This 1-day course covers Office Upgrading and provides skills and knowledge in a wide range of new features, enhancements and changes found in the latest Microsoft Office environment.

At the completion of this course you should be able to:
- ☑ understand the latest Office interface
- ☑ personalise and make changes to the ribbon
- ☑ use the help system tools available to you in Office
- ☑ work with the file formats found in Office
- ☑ use the printing settings in Office
- ☑ share your work with others using Office
- ☑ use the new features available for formatting graphics
- ☑ insert and edit pictures
- ☑ use the new drawing and illustrating tools in Office

Contents

The Office Interface
Understanding The Office Interface
Starting An Office Application
Understanding The Start Screen
Customising The Ribbon With Display Options
Understanding The Backstage View
Accessing The Backstage View
Integrating With The Cloud
Working With Touch Mode

Personalising The Ribbon
Understanding Personalising The Ribbon
Showing And Hiding Ribbon Tabs
Modifying Ribbon Tabs
Creating A New Ribbon Tab
Placing Commands On A Tab
Organising Commands In A Group
Creating More Groups
Exporting Your Personalisation Settings
Removing A Tab From The Ribbon
Importing Personalisations
Resetting The Ribbon

The Office Help System
Understanding How Help Works
Knowing Your Version And Build
Accessing The Help Window
Help Getting Started With Office
Using Quick Start Guides
Googling Help
Accessing Images And Pictures
Accessing Online Templates

The Office File System
Understanding Office File Types
The Open Place
Opening Files In Office
Closing Files In Office
Opening Recent Files And Folders
Recent Files From The Start Screen
Understanding File Saving In Office
Saving To SkyDrive
Saving To A Previous Version
Saving As Macro Enabled
Creating A PDF File
Creating New Files In Office
Understanding Templates In Office
Saving Custom Templates
Setting A Custom Templates Location
Understanding Draft Versions
Configuring AutoSave
Recovering An Unsaved File
Managing Versions
Accessing File Information

Printing From Office

Print Previewing Choosing A Printer
Specifying Print Settings
Specifying Page Layout Settings
Changing Printer Properties

Sharing From Office

Understanding Sharing
Sharing A Document Using SkyDrive
Sending A File As An Email Attachment
Sending A File As A PDF Attachment
Protecting Your File Before Sharing
Checking For Issues
Checking File Accessibility
Checking File Compatibility

Formatting Graphics In Office

Understanding Graphics Formatting
Understanding Format Panes
Working With The Format Pane
Moving The Format Pane
Formatting With The Layout Options Button
Quickly Formatting Charts

Pictures

Inserting A Picture
Inserting An Online Picture
Removing A Picture Background
Applying Picture Styles
Repositioning Pictures
Applying And Changing Effects
Correcting Pictures
Changing Picture Colouring
Cropping Pictures Accurately
Changing The Picture Layout

Drawing And Illustrating

Understanding Illustrations
Inserting Clip Art
Formatting Clip Art
Inserting Shapes
Modifying Shapes
Inserting Text Into A Shape
Custom Text Wrapping
Finding And Selecting Shapes
Inserting A Screenshot
Inserting A Screen Clip

Concluding Remarks