

UPGRADING TO OFFICE

PRODUCT INFORMATION



The applications of Office contain many innovations but count on proven features as well. There are many new diagram types and new helpful search functions. Thus you can directly start web searches for terms relating to

your documents from the particular application. In this course, you will deal with the essential innovations as well as with proven, fundamental program functions...

PARAMETERS

Version*	3.5
Duration**	4:05 h
Languages	Version 3.5 German, English Version 3.5 Chinesisch, Französisch, Spanisch, Brasilianisch, Japanisch, Italienisch, Russisch (Hybrid)
Release	11.04.2019

* For new features, see the version history in the feature list

** Learning duration measured by the currently highest product version

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GENERAL NEW FEATURES AND OFFICE

Working with document templates

New search functions

Working online

Inserting, formatting, and aligning items

Voice features

NEW FEATURES IN WORD

Read Mode and editing PDF files

Improved collaboration

NEW FEATURES IN EXCEL

Charts in Excel

Analyzing and filtering data

Using Sparklines

NEW FEATURES IN POWERPOINT

Charts in PowerPoint

Tools for presenters

NEW FEATURES IN OUTLOOK

File attachments

Sharing a calendar and opening an approved calendar

Finding items using search

ADDITIONAL FEATURES OF WINDOWS AND OFFICE

Excel

Outlook

FINAL TEST

30 Questions
