

PRODUCT INFORMATION

WBT UPGRADING TO OFFICE 365

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*	4.0
Duration**	Ca. 3:16 h
Language	Version 4.0 German, English Version 3.5 Spanish, French, Italian, Chinese, Japanese, Brazilian, Russian (hybrid)
Release	1 July 2019

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

** Learning duration measured by the currently highest product version

Table of Contents

General New Features in Office

Working with document templates

New search functions

Working online

Inserting, formatting, and aligning items

Voice and language features

New Features in Word

Read Mode and editing PDF files

Improved collaboration

New Features in Excel

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 a shared calendar

Finding items using search

Additional features of Office

Excel

Outlook
