



The training you want, when and where you want it!

# Microsoft Office Upgrade

## Course Duration:

2 to 3 hours (mornings, afternoons, Saturdays or evenings), depending on which packages you want to cover.

## Course Objectives:

We know it can be jarring for users when they have to re-learn how to use software after it's been upgraded with a new version. Even more so with products such as Microsoft Office, which is the staple of any business.

With each new version of Microsoft Office, we've seen screens, toolbars and buttons all change making it difficult for users to find what they need quickly. This makes you less efficient and causes frustration when you have deadlines and work to complete.

Our Microsoft Office Upgrade training course solves this. Being a short course (just 2 or 3 hours), it doesn't take too much time out of your day. It's designed to help you see what's been changed between versions of Office and how to get back up to speed again with the latest versions of Microsoft Word, Excel, Outlook and PowerPoint.

From the new Office Ribbon bar, to the new file formats and how to save them for older versions of Microsoft software.

---

## Course Content:

### What's different?

- The screen
- File formats

### Working with the new interface

- Quick access toolbar
- Contextual tabs
- Galleries
- Live previews
- Minimise the ribbon
- The File Tab

### Where is it now in Excel?

- AutoSum
- Other functions
- PivotTables
- Sorting data
- Freeze panes
- Page setup
- Headers and footers

### Where is it now in PowerPoint?

- Insert new slide and change slide layout
- Drawing tools
- Slide designs
- Animation
- How do I run my slide show?
- Master slides

### Where is it now in Word?

- Font and paragraph formatting
- The insert menu
- The page setup box
- Mail merge
- Headers and footers
- Page breaks
- Section breaks
- Table of contents
- Track changes

### Where is it now in Outlook?

- Email formatting and attachments
- Request a read receipt

---

## Prerequisites:

Attendees must be familiar with the Office programs (any version).

## What's next?

We can accommodate up to 8 people per course or session. Both the content and format of this course can be tailored to meet your exact requirements. For example, we could run three 2-hour sessions in a day covering up to 24 people.

## Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on 08452 306 099 or visit our website [insighta.co.uk](http://insighta.co.uk)