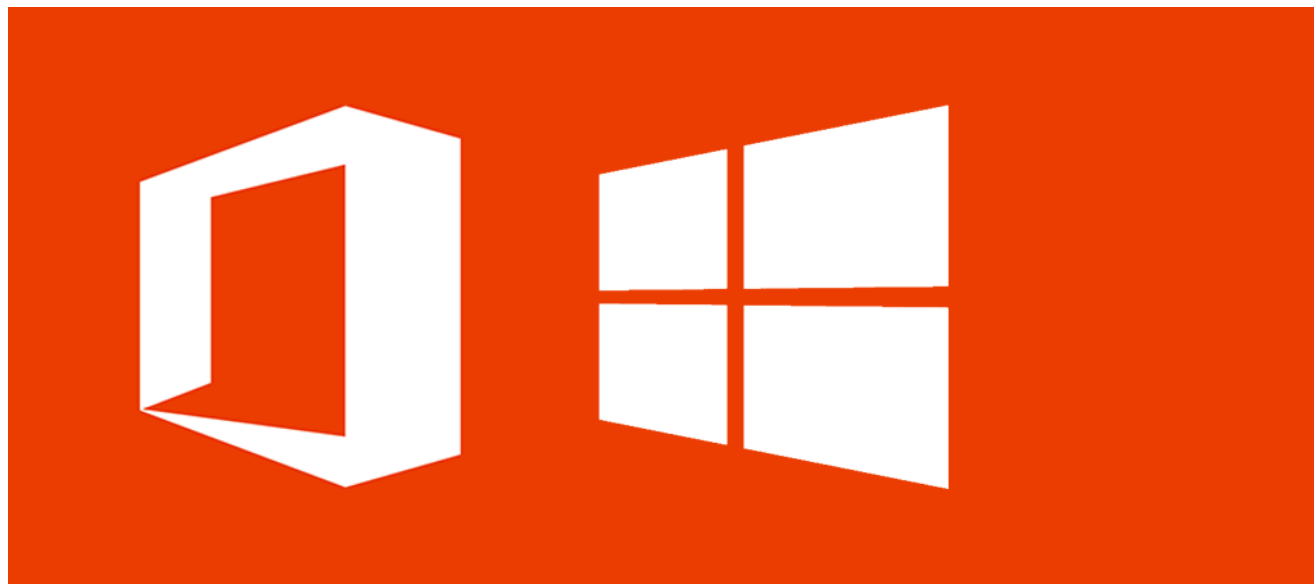


UPGRADING TO WINDOWS 10 AND OFFICE

PRODUCT INFORMATION



This eLearning course is designed for experienced users of Office 2007, Office 2010, Office 2013, Windows 7 and Windows 8.1, who are upgrading to Office 2019 / Office 2016 applications and the Windows 10 operating system.

The operating system Windows 10 and the applications of Office contain many innovations but count on proven features as well. The start button in Windows 10, for instance, is back and the access to the system settings is significantly simplified.

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	6:17 h
Languages	German, English, Chinese, French, Spanish, Brazilian-Portuguese, Japanese, Italian, Russian (Hybrid)
Release	April 2019

TABLE OF CONTENTS

NEW FEATURES IN WINDOWS 10

Login and Start button

The Taskbar

Organization and support with Cortana

Working with Edge – the new browser

Windows Explorer

Customize settings

Manage apps/programs and customize system settings

Creating Windows Ink notes and doodles

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

Getting to know the Pro features of Windows

Syncing OneDrive files

Using the People function

Using the Windows Timeline

Excel

Outlook

FINAL TEST

30 Questions
