



# Microsoft Office Upgrade

# Course Content

## General Outline – Upgrade

This course concentrates on the new and improved features of the main applications in Microsoft Office, namely Word, Excel, PowerPoint and Outlook. Other applications, such as Publisher and Access can be covered depending on your needs.

**'Global' Changes:** The major, 'across-the-board' changes in these applications include the new **menu tabs and ribbons**.

Throughout the course, you will revise the many keyboard shortcuts and mouse shortcuts that allow you to do perform functions more efficiently and more easily.



## Detailed Course Outcomes

- ◆ Work with **tabs** and **ribbons**.
- ◆ Use **Office Backstage**.
- ◆ Customise the **Quick Access Toolbar**.
- ◆ Customise the **ribbon**.
- ◆ Work with **new file formats**.
- ◆ Use built-in **PDF conversions**.
- ◆ Work with **macro-enabled** file formats.
- ◆ Adjust **global options** and preferences.
- ◆ Use **new features** in individual applications.
- ◆ Apply new document **security features**.
- ◆ Use and understand **offline** and **cloud-based** storage.
- ◆ Investigate sharing/collaboration features in Office apps.

## Client Reviews

"I was impressed with the extensive explanations and the discovery of new elements."  
**Kerrie, Admin Assistant**

"By knowing all the tools and where features are located, I can help other members in our team."  
**Ashlea, Admin**

"Courses are very hands-on and specific issues were well addressed."  
**Karen, Admin**

## Delivery & Duration

- ◆ 1 day public course, **OR**  
1 x 2-hour online session **OR**  
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:  
[classtraining.com.au/coursedates/20-office-upgrade](http://classtraining.com.au/coursedates/20-office-upgrade)

## Prerequisites

Knowledge of previous upgrades is highly recommended.

## Public Course Includes\*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

## How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:  
[office@classtraining.com.au](mailto:office@classtraining.com.au)
- ◆ Book online:  
[classtraining.com.au/coursedates/20-office-upgrade](http://classtraining.com.au/coursedates/20-office-upgrade)

