To keep up in today's mobile world, you need to access your tools and files from anywhere, across your devices. With Office 365 you can. Use your business-class email through Outlook, collaborate on documents, and create and edit files from your phone, tablet, or desktop. With Office powered by the cloud, you always have the latest applications, your files are always up to date, and your recent documents are up front, so you can get right to work.

## Microsoft Office Differences: Introduction

**The Differences Between 365 / 2016 | Duration: 1 Day | Level: Introduction | Code: ITS19**

This course provides delegates with an overview of the basic Microsoft Office programs (Word, Excel, PowerPoint and Outlook.) The overview is focused on the basics of each program and the differences between the versions of each program.

**\*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

**Note:** So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.

## Microsoft Office Differences: Introduction

## The Differences Between Office 365 / 2016 And Earlier Versions
### Course Code: ITS19 | Duration: 1 Day | Level: Introduction

## Course Description:

This course provides delegates with an overview of the basic Microsoft Office programs (Word, Excel, PowerPoint and Outlook.) The overview is focused on the basics of each program and the differences between the versions of each program.

## Course Requirements:

No previous experience of Microsoft Office 365 / 2016 is required however the delegate should have knowledge in basic computer skills.

## Course Content:

**Word**
- Screen Layout (Terminology/Ribbons/Shortcuts/Navigation)
- Editing (Cut, Copy & Paste/Replacing & Deleting text)
- Formatting (Text/Tables)
- Printing (Page Setup/Quick Print/Print Options)

**Outlook**
- Screen Layout (Terminology/Ribbons/Shortcuts/Navigation)
- Emails (Sending/Replying/ Forwarding)
- Contacts (Adding contacts/Organising Contacts)
- Calendar (Navigation/Creating Appointments/Views)

**Excel**
- Screen Layout (Terminology/Ribbons/ Shortcuts/ Navigation)
- Formatting (Opening - Closing - Saving / Text / Columns & Rows)
- Editing (Planning, Autofill/ Copy / Cut / Paste / Paste Special)
- Intro to Formulas (Creating Simple Formulas)
- Printing (Selection / Entire Workbook / Worksheet / Page Setup)

**PowerPoint**
- Screen Layout (Terminology/Ribbons/ Shortcuts/ Navigation)
- Slides (Creating/Editing)
- Formatting (Text and Backgrounds)
- Drawing Objects (Autoshapes/Fill Colours)
- Printing (Page Setup/Quick Print/Print Options)

## Follow On Courses:

- Microsoft Word: | Simple Documents | Level: Introduction | Duration: 1 Day | Code: ITS06
- Microsoft Excel: | Spreadsheets Made Easy | Level: Introduction | Duration: 1 Day | Code: ITS12
- Microsoft PowerPoint: | Showtime | Level: Introduction | Duration: 1 Day | Code: ITS09
- Microsoft Outlook: | Inside Outlook | Level: Introduction | Duration: 1 Day | Code: ITS15

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- PCS Certificate of Achievement
- This training course can also be run on request as a One to One or a Classroom Booking

**\*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**