

# Microsoft 365 – What's New

## Description

This one-day training will make it easier for you to use Microsoft 365's new features.

## Course Content

- The main changes in Microsoft 365
- What's new in Word 2021
- What's new in Outlook 2021
- What's new in Excel 2021
- What's new in PowerPoint 2021

## Documentation

- Digital courseware included

## Participant profiles

- Anyone who, in their professional activity, should use or become familiar with the new Microsoft 365 software

## Prerequisites

- Participants should have already used, in a basic way, one of the previous versions of the Office suite

## Objectives

- New features common to the main software of the 2021 version of the Office suite

## Niveau

Fondamental

## Classroom Registration Price (CHF)

650

## Virtual Classroom Registration Price (CHF)

600

## Duration (in Days)

1

## Reference

MO365-12