

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