



Office 2021 – What's New

Description

This training will enable you to gain comprehensive expertise on the new features of Office 2021, including Word, Outlook, Excel, and PowerPoint. Our instructors will guide you through the latest features and techniques, thereby enhancing your professional efficiency.

Course Content

Module 1: Office 2021 changes

- The new user interface
- The new Draw tab
- The Backstage mode
- The Applications for Office
- Advanced colour selection
- Improved accessibility
- Collaboration features
- Dark Mode
- Microsoft search
- automatic saving

Module 2: What's new in Word 2021

- Immersive reader with focus on a cell
- Handwritten Notes reproduction
- Extended media library
- Tagging and comments

Module 3: What's new in Outlook 2021

- What's new in the e-mail module
- The translator and freehand writing
- Instant search
- New settings

Module 4: What's new in Excel 2021

- The new design

- The New functions
- The Dynamic tables
- Standardisation of pivot tables design
- Layout of tables
- Workbook statistics

Lab / Exercises

- Practice exercises will be offered during and at the end of each module

Documentation

- Digital courseware included

Participant profiles

- Anyone who should use or become familiar with Microsoft Office 2021

Prerequisites

- Participants should have previously used an earlier version of Microsoft Office

Objectives

- To know the new Microsoft Office 2021 features

Niveau

Fondamental

Classroom Registration Price (CHF)

650

Virtual Classroom Registration Price (CHF)

600

Duration (in Days)

1

Reference

MO2021