

Office 365 Suite Integration - Using Word, Excel And PowerPoint

This course will demonstrate you how to use local installed applications along with equivalent online tools. This includes **Word**, **Excel**, and **PowerPoint 2016**. For serious writing you might want to use **Word 2016**, but you can use **Word Online** while car-pooling, riding the train, or otherwise not sitting at your desk. For example, if you want to show someone the result of an **Excel** budget, you might use the **Excel Online** from your smart phone. Or, you might begin a **PowerPoint** presentation **online** while collaborating for ideas and fine tune the presentation on your laptop. Having this flexibility will allow you to work when your creativity and thoughts are available. This course will specifically cover the integration between **Word Online**, **Word 2016**, **Excel Online**, **Excel 2016**, **PowerPoint Online** and **PowerPoint 2016**.

Course length: 1:45 to 2:00 hours

Course Method: Instructor-Led or Remote Online

Delivery Method: This is a hands-on course.

Courseware: TBD

Concepts Covered:

Microsoft Word new features.

Microsoft Excel new features.

Microsoft PowerPoint new features.

Microsoft Word Online.

Microsoft Excel Online.

Microsoft PowerPoint Online.