

COURSE OUTLINE

Microsoft Office 365: 2019

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day(s)	Advanced	In Class/ VITL	N/A	Microsoft

Course Overview

This course is intended to help users of Office 365 understand feature updates made in 2019.

It focuses on five Office 365 offerings — Word (word processing), Excel (spreadsheets), PowerPoint (presentations), Outlook (email and calendars), and Access (databases).

Access (databases). By the end of this course, users should be comfortable using the new features of Word, Excel, PowerPoint, Outlook, and Access that were released in 2019 for the desktop version of Microsoft Office 365.

Topics

Word Feature Updates

In the first lesson, students will learn how to use new features in Microsoft Word including keeping the Accessibility Checker running while you are working, saving changes automatically with AutoSave, knowing how to turn on AutoSave, knowing how to find out why Auto Save is not turned on, inserting and customizing SVG images, quickly finding and opening a file, mentioning teammates in comments, co-authoring, using Focus, opening a link to a Word document in a browser or a desktop app, generating a map chart, using different eraser sizes, customizing a border with the Sketched option, using Rewrite, and sharing files faster.

- Keep the Accessibility Checker Running while Working
- Save Changes Automatically with AutoSave
- Find Out Why AutoSave is Not Turned On
- Insert and Customize SVG Images
- Quickly Find and Open a File
- Mention Teammates in Comments
- Use Co-Authoring
- Use Focus
- Open a Link to a Word Document in a Browser or a Desktop App
- Generate a Map Chart with an Existing Data Set
- Use Different Eraser Sizes for Accurate Editing

Excel Feature Updates

Next, students will learn how to use new features in Excel, including how to keep the Accessibility Checker running while you are working, collaborating with and mentioning teammates using comments, using the Ideas function to create descriptive charts and graphs, saving changes automatically with AutoSave, inserting and customizing SVG images, quickly finding and opening a file, inserting animated 3D graphics, opening a link to an Excel spreadsheet in a browser or a desktop app, customizing a border using the Sketched option, generating a Map chart with an existing dataset, sharing files faster, and displaying multiple results from a dynamic array formula.

- Keep the Accessibility Checker Running while Working
 - Collaborate Using Comments and Notes
 - Mention Teammates in Comments
 - Using the Ideas Function to Create Descriptive Charts and Graphs
 - Save Changes Automatically with AutoSave
 - Insert and Customize SVG Images
 - Quickly Find and Open a File
 - Insert Animated 3D Graphics
 - Open a Link to an Excel Spreadsheet in a Browser or a Desktop App
 - Customize the Border with the Sketched Option
 - Generate a Map Chart with an Existing Data Set
 - Use a Shortcut to File Sharing
 - Display Multiple Results from a Dynamic Array Formula
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PowerPoint Feature Updates

In this lesson, students will become comfortable converting drawings to standard shapes and text, keeping the Accessibility Checker running while they are working, inserting an online video, converting Ink to Math expressions, saving changes automatically with AutoSave, inserting and customizing SVG images, applying a Morph transition, reusing slides from a previous PowerPoint presentation, quickly finding and opening a file, mentioning teammates in comments, opening a link to a PowerPoint slide in a browser or a desktop app, generating a Map chart, customizing a border with the Sketched option, illustrating drawings using Ink Replay, and sharing a file faster.

- Convert Drawings to Standard Shapes and Text
- Keep the Accessibility Checker Running while Working
- Insert an Online Video
- Convert Ink to Math Expressions
- Save Changes Automatically with AutoSave
- Insert and Customize SVG Images
- Apply a Morph Transition
- Reuse Slides from Previous PowerPoint Files
- Quickly Find and Open a File
- Mention Teammates in Comments
- Open a Link to a PowerPoint Presentation in a Browser or a Desktop App
- Generate a Map Chart with an Existing Data Set
- Customize the Border with the Sketched Option
- Illustrate Drawings with Ink Replay
- Use a Shortcut to File Sharing

Outlook Feature Updates

During this lesson, students will learn how to use new features in Outlook, including how to feel comfortable adding animated pictures to emails, scheduling meetings and appointments, listening to emails, inserting and customizing SVG images, connecting a LinkedIn account to an Outlook account, tightening spacing in the working area, making notes on a picture, and searching for a conversation thread.

- Add Animated Pictures to Email Messages
 - Schedule Meetings to End Early
 - Listen to Your Emails
 - Insert and Customize SVG Images
 - Connect a LinkedIn Account to an Outlook Account
 - Tighten Spacing in the Working Area
 - Make Notes on a Picture
 - Search for a Conversation Thread
 - Activity 4-1: Exploring 2019 Outlook Feature Updates
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Access Feature Updates

In the final lesson, new Access features are covered, including how to organize and arrange tabs easily, edit text using the Zoom box, and finding linked tables using the Search box.

- Organize and Arrange Tabs
- Edit Text Using the Zoom Box
- Find Linked Tables Using the Search Box
- Activity 5-1: Exploring 2019 Access Feature Updates

Exams and Certifications

Notes and Annotations

What is Next
