



TEKNOLOGISK
INSTITUT

Online kursus – k90584

Microsoft Office for Mac 2016

Title	Estimated Duration (hrs)
Microsoft Excel 2016 for Mac: Opening and Setting Up Excel	0,35
Microsoft Excel 2016 for Mac: Creating, Saving, and Sharing Workbooks	1,13
Microsoft Excel 2016 for Mac: Formatting Data	0,88
Microsoft Excel 2016 for Mac: Custom and Conditional Formatting	0,43
Microsoft Excel 2016 for Mac: Illustrating Documents	0,40
Microsoft Excel 2016 for Mac: Finding, Sorting, and Filtering Data	0,48
Microsoft Excel 2016 for Mac: Referencing Data	0,55
Microsoft Excel 2016 for Mac: Basic Formulas	0,93
Microsoft Excel 2016 for Mac: Working with Formulas	0,43
Microsoft Excel 2016 for Mac: Charts and Graphs	0,97
Microsoft Excel 2016 for Mac: PivotTables	0,68
Microsoft Excel 2016 for Mac: Extracting Information with Formulas	0,72
Microsoft Excel 2016 for Mac: Configuring Excel	0,37
Microsoft Excel 2016 for Windows: Creating Tours with 3D Maps	0,68
Microsoft Excel 2016 for Windows: Working with Data in 3D Maps	0,90
Microsoft Excel 2016 for Mac: Manipulating Data	1,00
Excel 2016: Getting Started	0,33
Excel 2016: Creating, Saving & Sharing Workbooks	1,23
Excel 2016: Inserting & Manipulating Data	1,07
Excel 2016: Formatting Data	0,87
Excel 2016: Custom & Conditional Formatting	0,53
Excel 2016: Illustrating Documents	0,47
Excel 2016: Finding, Sorting & Filtering Data	0,77
Excel 2016: Referencing Data	0,80
Excel 2016: Basic Formulas	0,82
Excel 2016: Working with Formulas	0,68
Excel 2016: Creating Charts & Graphics	1,13
Excel 2016: Creating PivotTables & PivotCharts	1,10
Excel 2016: Using the Power View Add-in	1,12
Excel 2016: Using Conditional Formulas	0,70
Excel 2016: Configuring Options & Settings	0,48
Excel 2016: Using the Power Pivot Add-in	0,98
Excel 2016: Extracting Information with Formulas	0,85
Excel 2016: Using Excel 2016 with Office 365	0,90
Microsoft OneNote 2016 for Mac: Creating and Opening Notebooks	0,52
Microsoft OneNote 2016 for Mac: Working with Notebooks	0,60
Microsoft OneNote 2016 for Mac: Creating Notes	1,03
Microsoft OneNote 2016 for Mac: Illustrating Notes	1,18
Microsoft OneNote 2016 for Mac: Protecting and Sharing Notebooks	0,30
Microsoft OneNote 2016 for Mac: Configuring the Application	0,28
Microsoft Outlook 2016 for Mac: Opening and Setting Up the Client	0,42
Microsoft Outlook 2016 for Mac: Sending and Receiving Email	0,85
Microsoft Outlook 2016 for Mac: Formatting Email	0,72

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Microsoft Outlook 2016 for Mac: Organizing Email	1,05
Microsoft Outlook 2016 for Mac: Using the Contact Tools	0,52
Microsoft Outlook 2016 for Mac: Using the Calendar Tools	0,78
Microsoft Outlook 2016 for Mac: Configuring the Client	0,32
Microsoft PowerPoint 2016 for Mac: Configuring PowerPoint	0,67
Microsoft PowerPoint 2016 for Mac: Building and Structuring a Presentation	0,85
Microsoft PowerPoint 2016 for Mac: Saving, Exporting, and Sharing Presentations	0,83
Microsoft PowerPoint 2016 for Mac: Inserting and Manipulating Text	0,60
Microsoft PowerPoint 2016 for Mac: Formatting your Presentation	1,20
Microsoft PowerPoint 2016 for Mac: Illustrating your Presentation	1,22
Microsoft PowerPoint 2016 for Mac: Creating Graphics & Diagrams in Your Presentation	0,67
Microsoft PowerPoint 2016 for Mac: Organizing your Presentation Assets	0,33
Microsoft PowerPoint 2016 for Mac: Adding Animation to your Presentation	0,50
Microsoft PowerPoint 2016 for Mac: Preparing and Delivering your Slideshow	0,75
Microsoft PowerPoint 2016 for Mac: Using Office 365	0,25
Microsoft Word 2016 for Mac: Opening and Setting Up	0,40
Microsoft Word 2016 for Mac: Creating, Opening, and Saving Documents	0,82
Microsoft Word 2016 for Mac: Editing Documents	0,90
Microsoft Word 2016 for Mac: Formatting Documents	1,38
Microsoft Word 2016 for Mac: Shaping and Structuring Documents	1,15
Microsoft Word 2016 for Mac: Using the Find and Replace Tool	0,35
Microsoft Word 2016 for Mac: Illustrating Documents	0,55
Microsoft Word 2016 for Mac: Using Table Tools	0,62
Microsoft Word 2016 for Mac: Creating Graphics and Diagrams	0,62
Microsoft Word 2016 for Mac: Creating Forms and Bulk Mailings	0,65
Microsoft Word 2016 for Mac: Using Research Tools	0,32
Microsoft Word 2016 for Mac: Using Sharing and Collaboration Tools	0,42
Microsoft Word 2016 for Mac: Configuring the Application	0,38
Word 2016: Using Word 2016 with Office 365	1,02
Word 2016: Opening & Setting Up	0,55
Word 2016: Creating, Opening & Saving Documents	1,17
Word 2016: Editing Documents	1,23
Word 2016: Formatting Documents	1,65
Word 2016: Shaping & Structuring Documents	1,33
Word 2016: Using the Find & Replace Tools	0,62
Word 2016: Illustrating Documents	0,88
Word 2016: Using Table Tools	0,68
Word 2016: Creating Graphics & Diagrams	0,92
Word 2016: Using Research Tools	0,68
Word 2016: Creating Forms & Bulk Mailings	0,87
Word 2016: Using Sharing & Collaboration Tools	0,87
Word 2016: Configuring the Application	0,70
Microsoft Word 2016 for Mac: Using Office 365	0,30
Microsoft Outlook 2016 for iPad: Sign-in and Setup	0,30
Microsoft Outlook 2016 for iPad: Working with Email	1,18

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Microsoft Outlook 2016 for iPad: Organizing Email	0,87
Microsoft Outlook 2016 for iPad: Calendar Tools	0,50