



Online kursus – k72858

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# Microsoft Office 2016

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Title	Estimated Duration (hrs)
Introduction to the PowerPoint 2016 Interface and Basic Tasks	0,97
Modifying and Formatting Slides in PowerPoint 2016	1,05
Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016	0,90
Working with Graphic, Audio, and Video Content in PowerPoint 2016	0,97
Constructing and Modifying Tables and Charts in PowerPoint 2016	0,90
Working with the Interface and Performing Basic Tasks in Word 2016	1,00
Formatting Text in Word 2016	1,25
Customizing Options and Using Document Views in Word 2016	0,67
Creating and Formatting Tables in Word 2016	0,50
Headers, Footers, Page Numbering, and Layout in Word 2016	0,68
Using the Navigation Pane and Creating Lists in Word 2016	0,50
Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks	1,07
Microsoft Excel 2016 Essentials: Formatting Data	0,90
Microsoft Excel 2016 Essentials: Data Presentation Strategies	0,80
Microsoft Excel 2016 Essentials: Formulas and Functions	1,13
Microsoft Excel 2016 Essentials: Charts, Tables, and Images	0,95
Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates	1,03
Microsoft Office 2016 Intermediate Excel: Creating Custom Visual Effects	0,92
Microsoft Office 2016 Intermediate Excel: Working with Data	1,08
Microsoft Office 2016 Intermediate Excel: Macros and Advanced Queries	1,18
Microsoft Office 2016 Intermediate Excel: PivotTables and Advanced Charts	0,87
Microsoft Office 2016 Intermediate Excel: Share, Review, and Collaborate	1,03
Excel 2016: Finding, Sorting & Filtering Data	0,77
Excel 2016: Basic Formulas	0,82
Excel 2016: Custom & Conditional Formatting	0,53
Excel 2016: Referencing Data	0,80
Excel 2016: Inserting & Manipulating Data	1,07
Microsoft Excel 2016 Advanced: Apps and What-if Analysis	0,78
Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms	1,18
Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors	1,05
Introduction to the Access 2016 Interface, Database Management, and Tables	1,12
Creating Relationships, Queries, Forms and Reports in Access 2016	1,00
Access 2016: Working with Databases	0,46
Access 2016: Saving, Printing & Exporting Databases	0,44
Access 2016: Tables, Fields, & Entries	0,66
Access 2016: Inserting, Importing, & Formatting Data	0,59
Access 2016: Finding & Organizing Data	0,41
Access 2016: Creating Forms & Queries	1,28
Access 2016: Using the Report & Analysis Tools	0,47
Getting to Know Outlook 2016	0,50
Managing Conversations and E-mail in Outlook 2016	0,90
Managing Attachments, and Inserting Items and Signatures in Outlook 2016	0,50
Organizing Contacts in Outlook 2016	0,85

Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016	0,78
Configuring and Managing Meetings and Notes in Outlook 2016	0,70
Formatting E-mail in Outlook 2016	1,05
Configuring Message Options in Outlook 2016	0,72
Customizing and Managing Outlook 2016	1,13
Managing Automation, Storage, and Tidying Up in Outlook 2016	0,92
Managing Contacts, Tasks, and the Calendar in Outlook 2016	0,73
Viewing and Configuring Outlook 2016 Backstage Options	0,95
Outlook 2016: Using Outlook 2016 with Office 365	0,22
Outlook 2016: Setting Up	0,43
Outlook 2016: Sending & Receiving Email	1,03
Outlook 2016: Formatting Email	0,97
Outlook 2016: Illustrating Email	1,27
Outlook 2016: Organizing Email	1,28
Outlook 2016: Contact Tools	0,80
Outlook 2016: Calendar Tools	0,85
Outlook 2016: Configuring the Client	0,89
PowerPoint 2016: Getting Started	0,33
PowerPoint 2016: Creating Presentations	0,77
PowerPoint 2016: Saving & Sharing Presentations	1,04
PowerPoint 2016: Inserting & Manipulating Text	0,50
PowerPoint 2016: Formatting Presentations	0,94
PowerPoint 2016: Illustrating Presentations	1,08
PowerPoint 2016: Creating Graphics & Diagrams	0,38
PowerPoint 2016: Organizing Presentations Assets	0,30
PowerPoint 2016: Adding Animations	0,50
PowerPoint 2016: Preparing & Delivering Slideshows	0,71
PowerPoint 2016: Configuring PowerPoint	0,29
PowerPoint 2016: Using PowerPoint 2016 with Office 365	0,67
PowerPoint 2016: Using the Office Mix Add-in	1,15
Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016	0,68
Using Hyperlinks, Actions, and Comments in PowerPoint 2016	0,85
Using Slide Show Presentation Tools in PowerPoint 2016	0,77
Customizing Proofing and Default Options in PowerPoint 2016	1,00
Sharing and Protecting Presentations in PowerPoint 2016	0,82
Exporting Presentations and Compressing Media in PowerPoint 2016	0,85
Using Illustrations, Styles, and Themes in Word 2016	1,00
Designing and Formatting Illustrations in Word 2016	0,93
Advanced Table Customization in Word 2016	0,73
Maintaining, Protecting, and Reviewing Documents in Word 2016	0,88
References, Proofing, Mail Merges, and Forms in Word 2016	1,17
Sharing and Collaborating on Documents in Word 2016	1,03
Getting to Know Microsoft OneNote 2016	0,92
Working with Microsoft OneNote 2016	0,93
OneNote 2016: Creating & Opening Notebooks	0,40

OneNote 2016: Working with Notebooks	0,72
OneNote 2016: Creating Notes	0,90
OneNote 2016: Illustrating Notes	1,17
OneNote 2016: Using Collaboration Tools	0,35
OneNote 2016: Configuring OneNote	0,40
Getting Started with Project 2016	0,85
Working with Tasks, Relationships, Constraints, and Milestones in Project 2016	0,82
Managing Resources and Views in Project 2016	0,83
Tracking, Managing, and Sharing Projects in Project 2016	1,08
Project 2016: Opening & Navigating	0,48
Project 2016: Setting Up Projects	0,58
Project 2016: Saving & Exporting	0,60
Project 2016: Managing Tasks	1,17
Project 2016: Using & Formatting Gantt Charts	0,47
Project 2016: Tracking Projects	0,70
Project 2016: Managing Project Resources	0,37
Project 2016: Using Report Tools	0,32
Project 2016: Illustrating Projects	0,55
Project 2016: Visualizing Data in Charts & Tables	0,52
Project 2016: Configuring Project	0,35
Getting Started with Visio 2016	0,70
Creating and Managing Diagrams In Visio 2016	0,92
Designing and Enhancing Diagrams in Visio 2016	0,83
Collaborating, Evaluating, and Saving Diagrams in Visio 2016	0,67
Visio 2016: Creating, Saving, & Sharing Documents	0,92
Visio 2016: Formatting & Structuring Documents	0,43
Visio 2016: Inserting & Formatting Text	0,55
Visio 2016: Inserting Shapes & Images	0,53
Visio 2016: Formatting & Organizing Shapes	0,68
Visio 2016: Adding Data to Diagrams	0,57
Visio 2016: Visualizing Data in Charts & Tables	0,68
Visio 2016: Creating Data Graphics & Reports	0,53