Microsoft Excel 2016, Part 6 of 6: New Features

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Excel is assumed.

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Course description: Discover the enhancements in the newest version of Excel, including an examination of smart look-up, stress-free sharing, and enhanced inking which enables more drawing capabilities. In addition, managing Office 365 accounts as well as icons, calendar and email insights will be discussed.

Course outline:

Interface and Smart Lookup
- Introduction
- Additions to the Interface: Excel 2016
- Demo: Tell Me
- Smart Lookup
- Demo: Smart Lookup
- Summary

Enhanced Inking and Improved Open File
- Introduction
- Enhanced Inking Features
- Demo: Enhanced Inking
- Improved Open File Features
- Demo: Open File
- Summary

Sharing and Managing an O365 Account
- Introduction
- Manage Your Office 365 Account
- Demo: Managing an O365 Account
- Stress-Free Sharing
- Demo: Sharing
- Demo: Activity
- Summary

Icons, Calendars, and Email Insights
- Introduction
- Add Icons to Our Workbooks
- Demo: Icons
- Demo: Icons Continued
- Calendar and Email Insights
- Demo: Insights Setup
- Demo: Email Insights
- Demo: Calendar Insights