Microsoft Word 2016, Part 5 of 5: 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 Word is assumed.

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Course description: Explore the updated features in Microsoft Word 2016, ranging from connecting and utilizing Office 365 to activity icons and document items. Some additional items that that will be covered include real-time co-authoring, inking, and enhanced research tools.

Course outline:

Additions and Smart Lookup
- Introduction
- Additions in the Interface: Word 2016
- Demo: Tell Me
- Smart Lookup
- Researcher
- Demo: Smart Lookup
- Demo: Researcher
- Demo: Finding References
- Summary

Inking and Manage Account
- Introduction
- Enhanced Inking Features
- Demo: Inking
- Demo: Inking Shapes
- Manage Your Office 365 Account
- Demo: Manage Your Account
- Summary

Open File and Sharing
- Introduction
- Improved Open File Features
- Stress-Free Sharing
- Demo: Sharing
- Summary

Real Time Co-Authoring and Activity Icon
- Introduction
- Activity Icon
- Demo: Activity Icon
- Real Time Co-Authoring
- Demo: Co-Authoring
- Demo: Cloud View
- Summary

Icons and Document Items
- Introduction
- Add Icons to Workbooks
- Document Items
- Demo: Document Items
- Summary