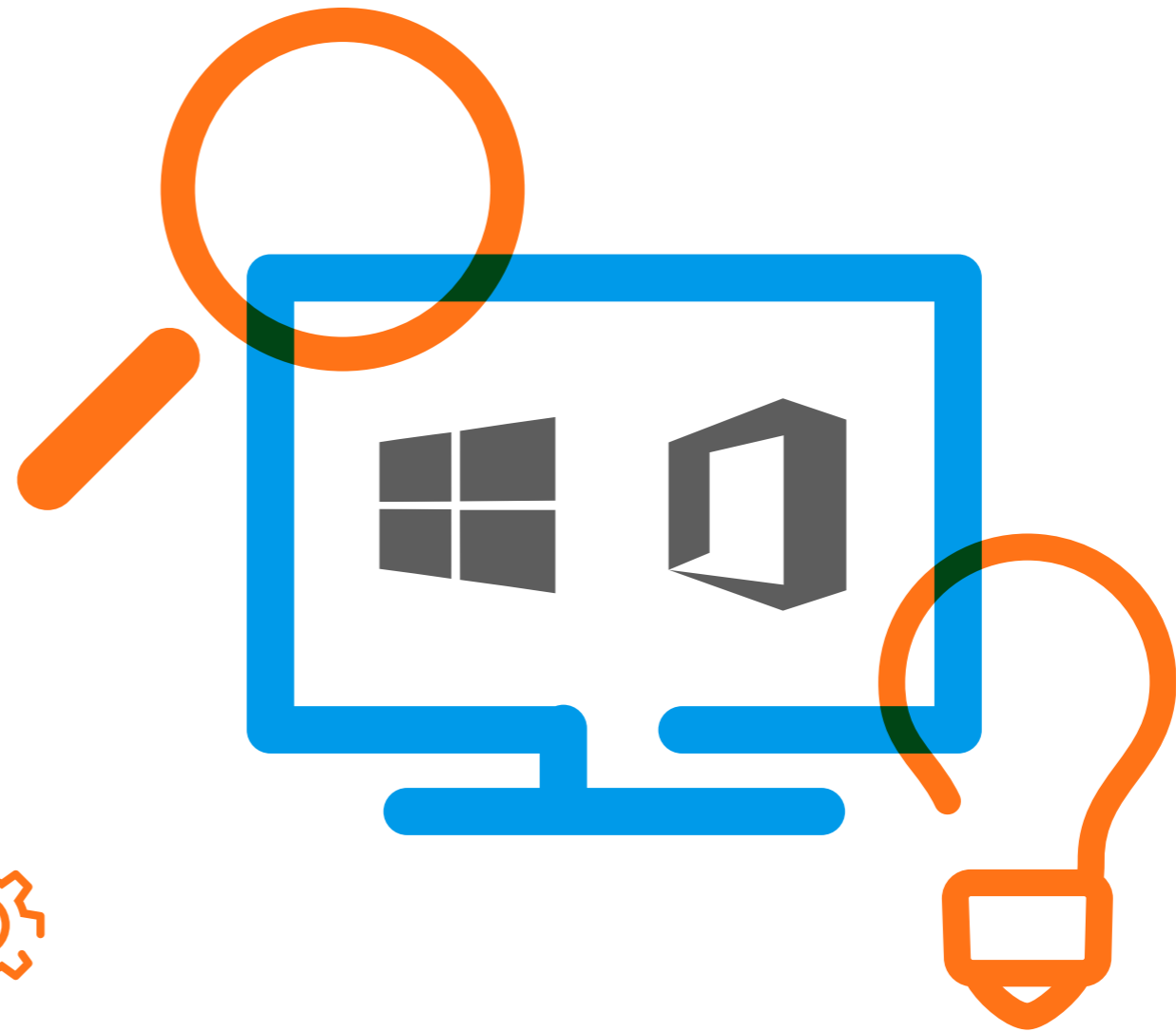




Tutorial Program: Microsoft Office 2016 and Windows 10 for New Users

This tutorial is intended for users who want to switch to Office 2016 or Office 365 from Microsoft Office 2010 or 2013, and those switching to Windows 10 from Windows 7/8. The tutorial introduces the user to the new features of the current Microsoft Office and Windows version. It enables the user to smoothly transition to the newer version and to quickly integrate the software enhancements into their daily work. It assumes that the user is familiar with previous versions of Microsoft Office and Windows. It takes approximately four hours to learn the information.





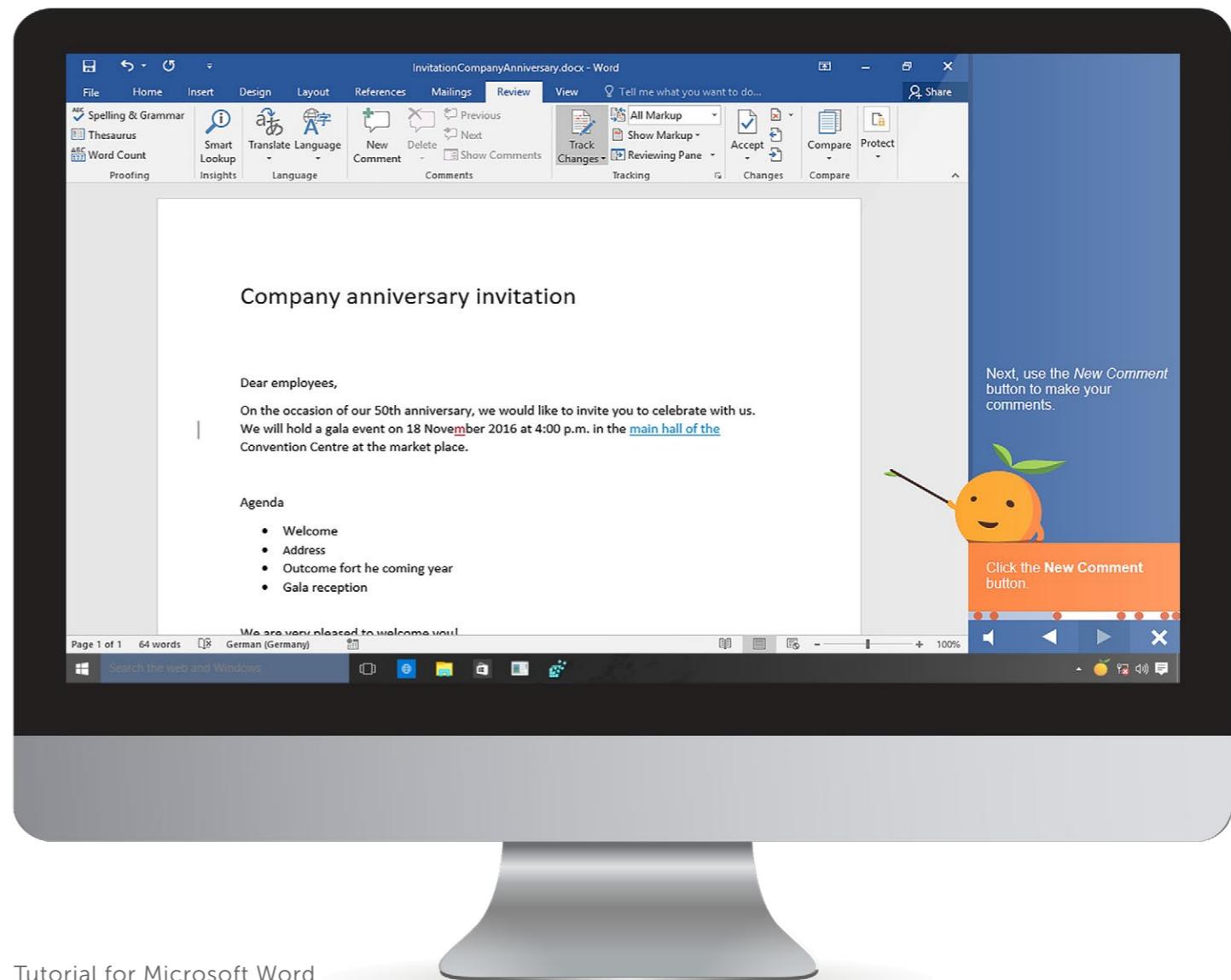
Tutorials for Office 2016 & Windows 10

Office 2016

- **The user interface:** Getting started
- **Sharing documents:** Work together with other people in real-time
- **Smart features:** Quick help for 'What would you like to do?'
- **Smart features:** 'Views' and 'Definitions'

Word 2016

- **Track changes:** Editing files with others
- **Compare documents:** Merging different versions of a document
- **Read Mode:** Use this layout to work more efficiently with minimized distractions
- **Edit PDF files:** Making changes in PDF files



Tutorial for Microsoft Word



Tutorials for Office 2016 & Windows 10

Excel 2016

- **Flash Fill:** Excel will automatically fill data
- **Quick Analysis:** Format a table of data instantly
- **Diagram and PivotTable recommendations:** Excel provides you with suggestions
- **Diagrams:** Discover the expanded features
- **Forecast:** Create forecast worksheets
- **Slicers:** Insert report filter components
- **Microsoft Power Query:** Access and transform data quickly

PowerPoint 2016

- **Presenter View:** Use the new tools
- **Smart tags, eyedroppers, and formats:** Design your content
- **Freehand drawing tools:** Quickly create sketches
- **Media:** New possibilities to record your screen

Outlook 2016

- **The new user interface:** Getting oriented
- **People:** Manage your contacts
- **Groups:** Work together with your teams
- **Clutter:** Outlook learns from your user behavior
- **File attachments in the cloud:** Send attachments as a link

Windows 10

- **The user interface:** Getting started with Windows 10
- **Cortana:** Your personal assistant
- **Edge:** Use the commenting feature in the new browser
- **Synch settings:** Feel at home
- **Virtual desktops:** Organize your desktop
- **Action Center:** Understand the system and software notifications
- **The new Explorer:** Improved data management
- **Computer settings:** Personalize your computer





We're happy to help!

Languages

The tutorial is available in the following languages:

- ✓ English
- ✓ German
- ✓ French
- ✓ Spanish
- ✓ Dutch
- ✓ Additional languages available upon request

System Requirements:

- Processor: from 1.0 GHz (1.5 or higher recommended)
- RAM: min. 512 MB (1 GB or higher recommended)
- Screen resolution: min. 1366x768 (or higher), 16-bit color depth
- Multimedia hardware: 16-bit soundcard and speakers or headset
- Operating system: Windows Vista, Windows 7, Windows 8/8.1 or Windows 10
- Browser: Internet Explorer 9, 10, 11 or Edge (tested until Edge 25), Firefox 45/46, Safari 9.1.1, Chrome 50 (due to security reasons no local content can be played under Chrome), JavaScript activated

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