

## Migration to Microsoft Office 2019 (O19UMST)

**ID** O19UMST **Price** 990.— €(excl. tax) **Duration** 2 days

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### Course Overview

You will receive a compact, descriptive and at the same time easy-to-understand overview of all the innovations and changes in Office 2019. In addition, we will give you valuable tips on how to make your daily work with the various apps more efficient and avoid problems.

The descriptions focus on the essentials and are supplemented by many illustrations. Sample files and exercise materials allow you to try out what is new, so that you can very quickly and successfully use the possibilities offered by the programs in your everyday work.

The document is ideal as accompanying material in the context of training measures as well as a reference book for the workplace or at home.

From the contents

- What's new in Office 2019 across programs? (e.g. file tab, new for images and illustrations, working online and in a team)
- New features in Word, Excel, PowerPoint and Outlook

Tailored to the learning topics, with BuchPlus you receive a comprehensive, digital media package with worksheets as well as exercise and results files.

### Course Content

#### A OFFICE 2019

- A Topics in detail
- A.1 Innovations in Office
- A.2 Office 2019 kennenlernen
- A.3 The File tab
- A.4 New for pictures and illustrations

- A.5 Other innovations
- A.6 Working online and in a team

#### B WORD 2019

- B Topics in detail
- B.1 New features in Word
- B.2 Entering and editing text
- B.3 Format and design documents
- B.4 Inserting and designing tables
- B.5 Designing documents with images
- B.6 Using templates
- B.7 Other innovations

#### C EXCEL 2019

- C Topics in detail
- C.1 New features in Excel
- C.2 Create and edit tables
- C.3 Analyze data
- C.4 Diagrams
- C.5 Formulas and functions

#### D POWERPOINT 2019

- D Topics in detail
- D.1 New features in PowerPoint
- D.2 Creating presentations
- D.3 Designing slides
- D.4 Using media
- D.5 Animations and slide transitions
- D.6 Presenting successfully

#### e outlook 2019

- E Topics in detail
- E.1 New features in Outlook
- E.2 Sending and receiving e-mails
- E.3 Manage e-mails
- E.4 Scheduling appointments and meetings
- E.5 Manage contacts
- E.6 Plan and monitor tasks
- E.7 Outlook and Security

# About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

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