What's new in Windows 11 and Office 2021? («W11O21»)

Learn and use the new features of Microsoft Windows 11 and Microsoft Office 2021 in this one-day course. Lay the foundation for your knowledge of the Microsoft Office suite and the Windows operating system.

Duration: 1 day
Price: 800.–

Content

1 Windows 11

- General information about Windows 11
- Logging on
- Locking, logging off and shutting down
- New start menu
- Widgets
- Taskbar
- Microsoft Store
- Windows Search
- Revised apps
  - Snipping Tool
  - Paint
  - Clock app
- Settings app
- The Explorer
- Snap groups and snap layouts
- OneDrive

2 Office 2021: General changes

- Office 2021 and Office LTSC
- The new user interface
- «Draw» tab
- The backstage view
- Apps for Office
- Exact color selection (RGB, HEX)
- Better accessibility
- Collaboration functionality
- Dark mode
- Microsoft Search
- AutoSave

3 What's new in Word 2021?

- Plastic reader with line focus
- Reproduction of freehand annotations
- Extended media library
- Markups and comments

4 What's new in Outlook 2021?

- New features in the email module
- Translator and freehand writing in Outlook

- Instant search
- New features in settings

5 What's new in Excel 2021?

- New designs
- New functions (XVERWEIS, LET, XVERGLEICH ...)
- Dynamic arrays
- Standardization of PivotTable layouts
- Table views
- Workbook statistics

6 What's new in PowerPoint 2021?

- Recording of
  - Screen presentations
  - Speaker videos
  - Handwritten recordings
  - Laser point presentations
- Playback of freehand annotations
- Organizing elements for voice output
- Define reading order
- Link to a slide

Key Learnings

- Getting to know the key changes in Microsoft Windows 11 and Office 2021
- Using the new capabilities in a targeted way

Target audience

People who have previously worked with Windows 7, Windows 8 or Windows 10, as well as Office 2019, 2016, 2013 or 2010, and now want to learn about the new features.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/course-whats-new-in-windows-11-and-office-2021