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Course Specifications

Course Duration: 1 Day

Course Description

Overview:

You've used Office 2007 or Office 2010 to create various types of business materials from documents in Microsoft® Word to spreadsheets in Excel® to presentations in PowerPoint®.

This course builds upon the foundational Microsoft® Office 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

Course Objectives:

In this course, you will explore the new features available in Office 2013 applications

You will:

- Identify new and enhanced features that are common across all applications in Office 2013.
- Modify documents using Microsoft Word 2013.
- Enhance worksheet data using Microsoft Excel 2013.
- Augment a presentation using Microsoft PowerPoint 2013.
- Create a database using Microsoft Access 2013.
- Navigate through mail, calendars, contacts, and tasks in Microsoft Outlook 2013.

Target Student:

This course is intended for individuals who already have foundational knowledge and skills in Office 2007 or Office 2010 and who are interested in transitioning from the earlier version of Office to Office 2013.

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Course Content

Lesson 1: Getting Started with Microsoft Office 2013

Topic A: Common Features

Topic B: Office 2013 and the Cloud

Lesson 2: Working with Microsoft Word 2013

Topic A: Edit a PDF

Topic B: Work with Tables

Topic C: Embed Video

Topic D: Edit Documents

Topic E: Read Documents

Lesson 3: Working with Microsoft Excel 2013

Topic A: Streamline Workflow with Templates

Topic B: Accelerate Data Insertion with Flash Fill

Topic C: Incorporate Charts

Topic D: Analyze Data

Lesson 4: Working with Microsoft PowerPoint 2013

Topic A: Apply a Theme from the Start Screen

Topic B: Leverage the Enhanced Presenter View

Topic C: Collaborate with Colleagues on a Single Presentation

Topic D: Incorporate Objects

Lesson 5: Working with Microsoft Access 2013

Topic A: Explore Web Apps

Topic B: Utilize Templates

Lesson 6: Working with Microsoft Outlook 2013

Topic A: Navigate Through Mail, Calendars, Contacts, and Tasks

Topic B: Connect to Social Networks

Topic C: Identify Additional Outlook 2013 Features