

Microsoft® Office® 2013: Transition from Office 2007/2010

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.

This Microsoft Office 2013: Transition from Office 2007/2010 course will help you bridge the gap from the version you already know and love to the latest release of Microsoft's flagship productivity suite.

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.

Prerequisites: To ensure your success, you will need to have familiarity with either the Office 2007 or Office 2010 suite of products, including Word, Excel, PowerPoint, Access, and Outlook.

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

Course Length: 1 day