



## Course Description:

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. This 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.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** You will become familiar with the enhancements of Microsoft® Office 2013.

## Upon successful completion of this course, students will be able to:

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

### Getting Started with Microsoft Office 2013

- Common features
- Office 2013 and the Cloud

### Working with Microsoft Word 2013

- Edit a PDF
- Work with Tables
- Embed Video
- Edit Documents
- Read Documents

### Working with Microsoft Excel 2013

- Streamline Workflow with Templates
- Accelerate Data Insertion with Flash Fill
- Incorporate Charts
- Analyze Data

### Working with Microsoft PowerPoint 2013

- Apply a theme from the Start Screen
- Leverage the Enhance Presenter View
- Collaborate with Colleagues on a Single Presentation
- Incorporate Objects

### Working with Microsoft Access 2013

- Explore Web Apps
- Utilize Templates

### Working with Microsoft Outlook 2013

- Navigate Through Mail, Calendars, Contacts, and Tasks
- Connect to Social Networks
- Identify Additional Outlook 2013 Features