

Microsoft Office 2013 - Upgrading

General Description

Understand the Microsoft Office 2013 interface and gain an overview of the new and enhanced features of Word, Excel, PowerPoint and Outlook.

Learning Outcomes

- Understand the Start screen, navigate Backstage view and customise the Ribbon
- Create new Ribbon tabs, export personalised Ribbon tab settings and remove Ribbon tabs
- Access the Help window and online templates
- Open recent files from the Start screen, create PDF files and manage custom templates
- Print preview files, specify print settings and change printer properties
- Share files using SkyDrive (OneDrive), send files as an email attachment and protect files before sharing
- Work with Format panes, adjust text wrapping using the Layout Options button and format charts
- Insert pictures, apply picture styles, correct pictures and change the picture layout
- Manage Clip Art, shapes, screenshots and screen clips
- Use a wide variety of new and enhanced features in Word, Excel, PowerPoint and Outlook
- Create Power View objects and work with PowerPivot in Excel 2013
- Work with email features in Outlook 2013 including inline replies, conversation view and Quick Steps
- Use new People features in Outlook 2013 to manage contacts and customise the calendar weather bar

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system and Microsoft Office

Topics

The Office 2013 Interface

Personalising the Ribbon

The Office 2013 Help System

The Office 2013 File System

Printing from Office 2013

Sharing from Office 2013

Formatting Graphics in Office
Pictures

Drawing and Illustrating

Microsoft Word 2013

Microsoft Excel 2013

Excel 2013 Power Tools

Microsoft PowerPoint 2013

Microsoft Outlook 2013

Outlook 2013 Mail

Other Outlook 2013 Features