

Office 2013 New Features

Modality: Self-Paced Learning

Duration: 2 Hours

SUBSCRIPTION: Learn, Master, Master Plus

In 2013, MS Office went through some major changes in looks, usability, formatting, and features. We highlight those changes here.

Course Outline:

Introduction to PowerPoint

- Creating A Microsoft Account
- Installing Office 2013
- Frequently Asked Questions
- Comparing The PowerPoint Interface
- Touch Mode
- 2013 vs. 2010 Ribbons
- Office 2013 Backgrounds
- New Layouts
- Drawing & Merging Shapes
- Combine More Shapes
- Wide Screen & Standard Size Slides
- Continue from last working slide
- Show The Theme Name
- Charts & Numbers
- Adding Chart Elements
- Comparing Charts in PPT 2013 & 2010
- More Ways to Add Chart Elements
- Edit Chart Numbers
- Saving to the Cloud

PowerPoint Extended and Word

- Surf The Sky(Drive)
- Use The PowerPoint Web App
- Animating Bullets
- Presenter View
- What About the Other Programs?
- Word 2013

- Simple Mark Ups
- Insert Online Videos
- Edit PDF Files in Word
- Pick Up Where You Left Off
- All Clip Art Is Online

Excel and Outlook

- How to Turn Off The Start Screen
- Flash Fill in Excel 2013
- Quick Analysis Tools
- Recommended Charts
- Excel's Touch Mode and Full Screen View
- Page Layout View
- Setting Up Hotmail in Outlook 2013
- Social Networking
- Add Appointments and New Contacts
- To-Do Bar and New Tasks