

Office 2013 New Features

Modality: On Demand

Duration: 2 Hours

About the course:

Microsoft Office experienced some important changes in features, formatting, usability, and looks. This course provides a detailed overview and understanding of Office 2013 user interface, new features, and commands that will enable you to customize your surroundings and assist you to become more efficient and effective. This training program will offer you a boost in getting acquainted with the latest interface and features in Microsoft PowerPoint, Excel, and Word.

Course Objective:

- Creating MS account and installing Office 2013
- Comparisons of new features
- Understanding of new layouts
- Understanding of MS PowerPoint including drawing and merging shape, widescreen and standard size slides, charts and numbers, adding chart elements.
- Understanding of MS Words including animating bullets, present view, simple mark ups, insert online videos.
- Understanding of MS Excel and Outlook including flash fill, quick analysis tools, recommended charts, touch mode and full screen view, page layout view, social networking, add appointments and new contacts, to-do-bar and new tasks.

Course Duration:

This training course is based on 2 Hours.

Target Audience:.

This course is designed for those who want to learn about the latest features of Microsoft Office Suite 2013.

Prerequisites:

There is no prerequisite for this program

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