

Office 2013: What's New?

Modality: On Demand

Duration: 1 Hour

About the course:

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

- Understanding of MS office 2013 Interface
- Understanding of MS Word including read mode, new design tab and commands, object zoom, expanding and collapsing text in a document, layout options, live layout, alignment guides and more.
- Understanding of MS Excel including flash fill, quick analysis tool, chart command, and pivot table command.
- Understanding of MS PowerPoint including theme variants and slides themes, new slide transitions, alignment guides, merge common shape command, eyedropper tool, play-in-background command, and presenter view.

Course Duration

This training course is based on 1 Hour.

Target Audience

This course is designed for those who desire to adopt Microsoft Office-2016 or want to learn about the latest features of Microsoft Office Suite 2013.

Prerequisites

There is no prerequisite for this program

Course Outline:

Office 2013 Interface

- What you'll learn in this training
- Introducing the start screen
- Introducing the new, user interface
- Signing in to your Microsoft account

- Changing the Office background and/or Office theme
- Changing the ribbon display options
- Adding/using the touch/mouse mode
- Introducing resume reading
- Introducing Apps for Office
- Inserting online pictures
- Introducing the new format pane
- Reviewing the redesigned backstage view
- Sharing your files
- Working together on a file
- Replying to comments
- Using the new combo chart

Word 2013

- Reviewing the new design tab and commands
- Using read mode
- Using object zoom
- Expanding and collapsing text in a document
- Using layout options, live layout, and the alignment guides
- Inserting an online video
- Presenting a document online
- Opening and editing a PDF file

Excel 2013

- Using flash fill
- Using the quick analysis tool
- Using the recommended charts command
- Using the recommended PivotTables command

PowerPoint 2013

- Viewing the new slide themes and theme variants
- Viewing the new slide transitions
- Using the enhanced alignment guides
- Using the merge common shapes command
- Matching colors with the eyedropper tool
- Using the play-in-background command
- Introducing the new slide size
- Using presenter view

