

10 Best Features of Office 2013

Modality: On Demand

Duration: 30 Min

About this course:

In this course, you will get to explore the amazing features of Excel, PowerPoint, Word, and Outlook. This course has been designed for those who want to improve and advance their skills in MS-Office. This can include anyone like office employees, business owners, or just about anyone who wants to know more about the MS-Office.

Audience:

This course can be taken by anyone, professional or non-professional, to advance their skills in MS-Office.

Requirements:

None.

Course Outline:

- Best Features Office 2013
- Interface
- Customize the Ribbon
- Inserting Online Video
- Edit PDF in Word
- Flashfill
- Quick Analysis
- Convert Text to SmartArt
- Animation Painter
- Convert Email to Meeting
- Show Email as Conversation