

Microsoft Office 2013: Transition from Office 2007/2010

Course Overview

This course provides students with the knowledge and skills get started with Microsoft Office 2013, and work with Microsoft Word, Excel, PowerPoint, Access, and Outlook 2013.

<u>Course Introduction</u>	1m
Course Introduction	
<u>Unit 01 - Getting Started with Microsoft Office 2013</u>	17m
Topic A: Common Features	
A People Card	
The Metro Style of Word 2013's New Screen	
A Document in Word 2013's New Metro Style	
The Excel 2013 Start Screen	
Topic B: Office 2013 and the Cloud	
A SkyDrive Home Page	
A Resume Reading Reminder	
A Word Doc in the Word Roaming App	
Demo 1-1: Navigating a Microsoft Account	
Unit 01 Review	
<u>Unit 02: Working with Microsoft Word 2013</u>	50m
Topic A: Edit a PDF	
A PDF in Windows 8 PDF Viewer and Word	
Demo 2-1: Editing a PDF	
Topic B: Work with Tables	
Table Styles	
Border Painter, Styles, and Sampler	
Table Borders Painted with Border Painter	
Border Styles and the Border Sampler	
The Insert Row Control	
Demo 2-2: Modifying a Table	
Topic C: Embed Video	
Options for Inserting a Video	
Demo 2-3: Embedding a Video	
Topic D: Edit Documents	
Horizontal and Vertical Alignment Guides	
Simple Markup	
Lock Tracking	
A Comment Reply	
The Mark Comment Done Feature	
Demo 2-4: Repositioning a Video	
Demo 2-5: Locking Tracking	
Demo 2-6: Working with Comments	
Topic E: Read Documents	

Read Mode
Page Color Options in Read Mode
Zooming in on a Table in Read Mode
Demo 2-7: Reading a Document
Unit 02 Review

Unit 03: Working with Microsoft Excel 2013

44m

Topic A: Streamline Workflow with Templates
Templates on Excel's Backstage
Demo 3-1: Selecting a Template
Topic B: Accelerate Data Insertion with Flash Fill
Flash Fill
Demo 3-2: Updating Email Addresses with Flash Fill
Topic C: Incorporate Charts
Recommended Charts
Chart Preview with Live Data
Chart Data Labels
A Combo Chart
The Format Chart Area Pane
Demo 3-3: Inserting and Formatting Charts
Topic D: Analyze Data
A PivotTable Sorted with a Timeline Slicer
Demo 3-4: Quick Analysis
Demo 3-5: Adding a Timeline Slicer
Unit 03 Review

Unit 04: Working with Microsoft PowerPoint 2013

39m

Topic A: Apply a Theme from the Start Screen
Themes on PowerPoint's Start Screen
Demo 4-1: Applying a Theme
Topic B: Leverage the Enhanced Presenter View
Enhanced Presenter View Features
Demo 4-2: Using Presenter View
Topic C: Collaborate with Colleagues on a Single Presentation
Sharing Options
A Comment Positioned on a Slide
Demo 4-3: Sharing a Presentation
Demo 4-4: Editing a Shared Presentation
Demo 4-5: Reviewing Someone's Edits
Topic D: Incorporate Objects
Smart Guides
A Motion Path and its Shadow
The Eyedropper Tool
Demo 4-6: Incorporating Objects
Unit 04 Review

Unit 05 - Working with Microsoft Access 2013

11m

Topic A: Explore Web Apps
Topic B: Utilize Templates
Templates on the Access 2013 Start Screen

Demo 5-1: Utilizing Desktop Issue Tracking Template
Unit 05 Review

Unit 06: Working with Microsoft Outlook 2013

22m

Topic A: Navigate Through Mail, Calendars, Contacts, and Tasks

Accessing Mail, Calendar, People, and Tasks

The Mail View with a Calendar Peek

The Mail View

The Calendar View and Weather Bar

The People View

The Tasks View

Demo 6-1: Navigating Through Mail, Calendar, People, and Tasks

Topic B: Connect to Social Networks

Social Network Accounts in Outlook

Demo 6-2: Connecting to Social Networks

Topic C: Identify Additional Outlook 2013 Features

An Attachment Reminder MailTip

Unit 06 Review

Course Closure

Total Duration: 3h 4m