



## **Microsoft Office 2013: Transition from Office 2003**

Course ISI-1418

1 Day

Instructor-led, Hands on

### **Introduction**

This course builds upon the foundational Microsoft Office 2003 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier

### **At Course Completion**

This course is intended for individuals who already have foundational knowledge and skills in Office 2003 and who are interested in transitioning from the earlier version of Office to Office 2013

### **Prerequisites**

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft Word 2003 Level 1
- Microsoft Excel 2003 Level 1
- Microsoft PowerPoint 2003 Level 1
- Microsoft Access 2003 Level 1
- Microsoft Outlook 2003 Level 1

### **Course Outline**

#### **Module 1: Getting Started with Microsoft Office 2013**

- Work with the Ribbon
- Customize the User Interface
- Save and Print Files in Different Formats
- Apply Office 2013 Common Features

#### **Module 2: Working with Microsoft Word 2013**

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- Navigate and Find Information
- Manage Text and Graphics
- Manage Documents

### **Module 3: Working with Microsoft Excel 2013**

- Manage Worksheet Data
- Incorporate Charts
- Analyze Data

### **Module 4: Working with Microsoft PowerPoint 2013**

- Apply Themes and Effects
- Leverage Enhanced Presentation Features
- Incorporate Objects

### **Module 5: Working with Microsoft Access 2013**

- Navigate Access and Work with Tables
- Create Forms and Use Templates
- Work with Queries, Macros, and Reports
- Build a Database for the Web

### **Module 6: Working with Microsoft Outlook 2013**

- Manage Email Messages
- Manage Calendar, Task, and Contact Information
- Apply Additional Outlook 2013 Features