



## **Microsoft Office 2013: Transition from Office 2007/2010**

Course ISI-1435

1 Day

Instructor-led, Hands on

### **Introduction**

This course builds upon the foundational Microsoft Office 2007/2010 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 2007 or Office 2010 and who are interested in transitioning from the earlier version of Office to Office 2013

### **Course Objectives:**

Students will gain the following knowledge and skills:

- Identify new and enhanced features that are common across all applications in Office 2013.
- Modify documents using Microsoft Word 2013.
- Enhance worksheet data using Microsoft Excel 2013.
- Augment a presentation using Microsoft PowerPoint 2013.
- Create a database using Microsoft Access 2013.
- Navigate through mail, calendars, contacts, and tasks in Microsoft Outlook 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 2007/2010 Level 1
- Microsoft Excel 2007/2010 Level 1
- Microsoft PowerPoint 2007/2010 Level 1
- Microsoft Access 2007/2010 Level 1

**Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>**



- Microsoft Outlook 2007/2010 Level 1

## **Course Outline**

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

- Common features
- Office 2013 and the Cloud

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

- Edit a PDF
- Work with tables
- Embed video
- Edit documents
- Read documents

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

- Streamline workflow with templates
- Accelerate data insertion with Flash Fill
- Incorporate charts
- Analyze data

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

- Apply a theme from the Start Screen
- Leverage the Enhanced Presenter View
- Collaborate with colleagues on a single presentation
- Incorporate objects

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

- Explore Web Apps
- Utilize templates

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

- Navigate through mail, calendars, contacts and tasks
- Connect to social networks
- Identify additional Outlook 2013 features