



Microsoft Training

Upgrading to Microsoft Office 2013

Who Should Do This Course?

This course is aimed at existing users of Microsoft Office who have already or are contemplating upgrading to Microsoft Office 2013. Please note that the current users of Microsoft Office 2007/2010 will not find the changes to Microsoft Office 2013 as extensive as those upgrading from Microsoft Office 2003 and earlier.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this course participants will learn the core changes in Microsoft Office 2013 and to help them when upgrading from a previous version of Office. This course focuses on the new features and the changes that are specific to all applications in Microsoft Office 2013.

This course has been developed for existing users of Microsoft Office to become quickly acquainted with the new features and changes in Microsoft Office 2013. It assumes therefore that users are familiar with Microsoft Office applications and can at least create documents, workbooks, or presentations. Some knowledge of working with files and folders in the Windows environment is also assumed.

Learning Outcomes

At the completion of this course, participants should be able to:

- understand the Office 2013 interface
- personalise and make changes to the ribbon
- use the help system tools available to you in Office 2013
- work with the file formats found in Office 2013
- use the printing settings in Office 2013
- share your work with others using Office 2013
- use the new features available for formatting graphics
- insert and edit pictures
- use the new drawing and illustrating tools in Office 2013
- understand what has changed in Word 2013
- understand and work with a number of the new and improved features of Excel 2013
- understand and work with the Power View and PowerPivot tools in Excel 2013
- use the new and enhanced features of PowerPoint 2013
- work with many of the new features of Outlook 2013
- work with email messages in Outlook 2013
- work with the new People and Calendar features in Outlook 2013

Content

Unit 1: The Office 2013 Interface

- Understanding the Office 2013 Interface
- Starting an Office 2013 Application
- Understanding the Start Screen
- Customising the Ribbon with Display Options
- Understanding the Backstage View
- Accessing the Backstage View
- Integrating with the Cloud
- Working with Touch Mode

Unit 2: Personalising the Ribbon

- Understanding Personalising the Ribbon
- Showing and Hiding Ribbon Tabs
- Modifying Ribbon Tabs
- Creating a New Ribbon Tab
- Placing Commands on a Tab
- Organising Commands in a Group
- Creating More Groups
- Exporting Your Personalisation Settings
- Removing a Tab from the Ribbon
- Importing Personalisations
- Resetting the Ribbon

Unit 3: The Office 2013 Help System

- Understanding How Help Works
- Knowing Your Version and Build
- Accessing the Help Window
- Help Getting Started with Office 2013
- Using Quick Start Guides
- Googling Help
- Accessing Images and Pictures
- Accessing Online Templates

Unit 4: The Office 2013 File System

- Understanding Office 2013 File Types
- The Open Place
- Opening Files in Office 2013
- Closing Files in Office 2013
- Opening Recent Files and Folders
- Recent Files from the Start Screen
- Understanding File Saving in Office 2013
- Saving to SkyDrive
- Saving to a Previous Version
- Saving as Macro Enabled
- Creating a PDF File
- Creating New Files in Office 2013
- Understanding Templates in Office 2013
- Saving Custom Templates
- Setting a Custom Templates Location

- Understanding Draft Versions
- Configuring AutoSave
- Recovering an Unsaved File
- Managing Versions
- Accessing File Information

Unit 5: Printing from Office 2013

- Print Previewing
- Choosing a Printer
- Specifying Print Settings
- Specifying Page Layout Settings
- Changing Printer Properties

Unit 6: Sharing from Office 2013

- Understanding Sharing
- Sharing a Document Using SkyDrive
- Sending a File as an Email Attachment
- Sending a File as a PDF Attachment
- Protecting Your File before Sharing
- Checking For Issues
- Checking File Accessibility
- Checking File Compatibility

Unit 7: Formatting Graphics in Office

- Understanding Graphics Formatting
- Understanding Format Panes
- Working with the Format Pane
- Moving the Format Pane
- Formatting with the Layout Options Button
- Quickly Formatting Charts

Unit 8: Pictures

- Inserting a Picture
- Inserting an Online Picture
- Removing a Picture Background
- Applying Picture Styles
- Repositioning Pictures
- Applying and Changing Effects
- Correcting Pictures
- Changing Picture Colouring
- Cropping Pictures Accurately
- Changing the Picture Layout

Unit 9: Drawing And Illustrating

- Understanding Illustrations
- Inserting Clip Art
- Formatting Clip Art
- Inserting Shapes

- Modifying Shapes
- Inserting Text into a Shape
- Custom Text Wrapping
- Finding and Selecting Shapes
- Inserting a Screenshot
- Inserting a Screen Clip

Unit 10: Microsoft Word 2013

- What's New in Word 2013
- The Word 2013 Screen
- Spell Checking in Word 2013
- Working with the Navigation Pane
- Locating Non Textual Items
- Understanding the Design Tab
- Applying a Style Set
- Inserting Online Videos
- Aligning Graphical Elements
- Opening and Editing PDFs
- Inserting Comments
- Working with Comments
- Understanding Read Mode
- Viewing a Document in Read Mode
- Using Resume Reading
- Inserting Columns and Rows into a Table
- Drawing Table Borders

Unit 11: Microsoft Excel 2013

- What's New in Excel 2013
- New Worksheet Functions in Excel 2013
- The ARABIC Function
- The DAYS Function
- The IFNA Function
- Functions That Test Formulas
- The RRI Function
- The Worksheet Information Functions
- New Charting Features
- Using a Recommended Chart
- Working with the New Chart Tools
- Working with Chart Elements
- Working with Chart Styles
- Filtering the Chart
- Working with Chart Data
- Understanding Flash Fill
- Extracting with Flash Fill
- More Complex Flash Fill Extractions
- Extracting Dates and Numbers
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables

- Recommended Pivot Tables
- Understanding Slicers
- Creating Slicers

Unit 12: Excel 2013 Power Tools

- Understanding Power View
- Enabling Power View
- Creating a Power View Sheet
- Working with a Power View Object
- Working with Power View Fields
- Rearranging and Sorting Fields
- Working with Measure Fields
- Formatting Power View Data
- Tiling Data in Power View
- Filtering in Power View
- Switching Visualisations
- Adding More Power Views
- Adding Titles and Images
- Updating a Power View Report
- Understanding PowerPivot
- Understanding Relational Data
- Enabling PowerPivot
- Connecting to a Data Source
- Working with the Data Model
- Working with Data Model Fields
- Changing a PowerPivot View
- Creating a Data Model PivotTable
- Using Related PowerPivot Fields
- Creating a Calculated Field
- Creating a Concatenated Field
- Formatting Data Model Fields
- Using Calculated Fields
- Creating a Timeline
- Adding Slicers

Unit 13: Microsoft PowerPoint 2013

- What's New in PowerPoint 2013
- The PowerPoint 2013 Screen
- Creating a Presentation
- Applying Theme Variants
- Inserting an Online Video
- Inserting an Online Audio File
- Aligning Objects
- Merging Shapes
- Selecting Colours Using the Eyedropper
- Copying Animations
- Inserting Comments
- Creating Sections
- Building Equations
- Using Reading View
- Looking At Presenter View in Detail
- Using Presenter View
- Exporting a Presentation to Video
- Presenting Online

Unit 14: Microsoft Outlook 2013

- What's New in Outlook 2013
- Where Are They Now in Outlook 2013?
- Common Outlook 2013 Screen Elements
- Navigating to Outlook Features
- Sneaking a Peek
- The Folder Pane
- The to-Do Bar
- The Mail Screen
- The Calendar Screen
- The People Screen
- The Tasks Screen
- The Notes Screen
- The Outlook Today Screen

Unit 15: Outlook 2013 Mail

- Opening an Outlook Data File
- Previewing Messages
- Showing Unread or All Mail
- Using Quick Action Commands
- Responding to Messages Using Inline Replies
- Sending an Email without an Attachment
- Understanding Conversation View
- Navigating Messages in a Conversation
- Ignoring Conversations
- Cleaning Up Conversations
- Automating Common Tasks with Quick Steps
- Customising a Default Quick Step
- Creating a Quick Step
- Using Quick Steps

Unit 16: Other Outlook 2013 Features

- Understanding People View
- Viewing Your Contacts
- Creating a New Contact
- Editing a Contact
- Pinning a Contact to Your Favourites
- Contacting a Contact from the People Card
- Contacting a Contact from the People Peek
- The Outlook Social Connector
- Connecting Office to a Social Network
- Viewing the Outlook Social Connector
- Disconnecting Office from a Social Network
- Understanding the Weather Bar

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au
Alternatively please contact our office on **1300 888 724**