

Office 2013

New Features

UPGRADING SERIES



Duration: 1 Day Course Code: A-11971

This course is designed for users upgrading to Microsoft Office 2013 from an earlier version and was created to show off many of its fantastic new features.

Learning Outcomes

By the end of this course students will be comfortable with many of the new features and functionality added to this version of Microsoft Office.

Prerequisites

This course is designed for students with a reasonable to good understanding of Microsoft Office and is more aimed to upgrading their knowledge to the new ways of doing things in Office 2013.

The Office 2013 Interface

- Using the Ribbon
- Understanding Contextual Command Tabs
- Using Live Preview
- Working with Command Sets and Dialog Launchers
- Customising the Quick Access Toolbar
- Customising the Ribbon

Files and Online Services

- Understand Backstage View
- View Document Properties
- Recover an Unsaved Draft
- Configure and use Online Cloud Services
- Understand Local v's Online Storage Options

New Word Features

- Expand/Collapse Headings
- View Documents in Reading Mode
- Use the Design Tab to Format Documents
- New Colour Image Editing Features
- Using the New Navigation Pane

- Place Images using Alignment Guides
- Learn about new Table Features
- Save Word files into PDF
- Convert PDF files into Word Documents

New Excel Features

- Working with Sparklines
- Using 2013 Flash Fill
- Quick Analysis Tools
- Inserting Charts or PivotCharts using Recommendations
- Understanding New Chart Tools
- Using Chart Animations
- New Pivottable and Slicer Options

New PowerPoint Features

- Applying new Theme Variants
- Colour Matching using the Eyedropper
- Using Alignment Guides with Objects
- Merging Shapes
- New Visual Enhancements
- Arranging Presentation Elements
- Using Presenter View
- Working with Custom Motion Paths
- Video editing Functionality
- New Transitions and Animation Options

New Outlook Features

- Using Outlook Peeks
- The New Navigation Bar
- Using People View
- Finding/Searching for Contacts
- Customising the Weather Bar
- Using new Message List Features
- Filtering Messages

- Filtering Unread Messages
- Finding Large Messages
- Customising Search Scopes
- Understanding the Attachment Reminder Functionality
- Making Inline Message Replies
- Reordering Subfolders
- Working with Rules and Quick Steps
- Configuring Outlook to save time

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