



## Microsoft Office 2013: Transition from Office 2010

**Overview:** This course builds upon students' foundational knowledge and skills as they transition from MS Office 2010 to 2013. Students will learn how to use Microsoft Office 2013 enhanced features to improve the way they manage, organize, present, and distribute information. They will explore 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. They will also discover how the cloud has been deeply integrated into their Office experience and how collaborating with colleagues has never been easier.

**Prerequisites:** Students should have familiarity with the Office 2010 Suite of products.

**Course Length:** Half Day

### **Course Content**

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

Common Features  
Office 2013 and the Cloud

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

Edit a PDF  
Work with Tables  
Embed Video  
Edit Documents  
Read Documents

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

Streamline Workflow with Templates  
Accelerate Data Insertion with Flash Fill  
Incorporate Charts  
Analyze Data

#### **Lesson 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

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

Explore Web Apps  
Utilize Templates

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

Navigate Through Mail, Calendars, Contacts, and Tasks  
Connect to Social Networks  
Identify Additional Outlook 2013 Features