

Course:**Microsoft Office 2013: New Features**

Duration: 1 day**Description:**

This ILT Series course covers those features of Microsoft Office 2013 that are new to the Office system, with dedicated units for the new features of each application. Students will learn about changes to Backstage View and the Ribbon, including more general overview of using and customizing the Ribbon for those more familiar with Office versions previous to 2010. They will also learn Office 2013's new online features, including account sign-in, cloud storage, and online services. In Word they will use new tools to navigate and review documents, reply to comments, format a document, align graphics, work with tables, and open PDF files in Word. In Excel they will format data with the Flash Fill and Quick Analysis tools, insert charts and PivotTables using recommendations, and format a chart with the new tool buttons. In PowerPoint they will apply theme variants, match colors with the Eyedropper, create custom shapes, and rehearse a presentation in Presenter view. Finally, in Outlook they will use new interface and message elements, explore the new People View, and compose inline replies.

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Topic A: Office interface elements

Topic B: Customizing the ribbon

Unit 2: Files and online services

Topic A: Microsoft Office Backstage view

Topic B: Online and cloud functions

Unit 3: New Word features

Topic A: Viewing documents

Topic B: Document design

Topic C: Editing PDFs in Word

Unit 4: New Excel features

Topic A: Context-sensitive automation

Topic B: Organizing and presenting data

Unit 5: New PowerPoint features

Topic A: New visual enhancements

Topic B: Arranging presentation elements

Topic C: Presenter view

Unit 6: New Outlook features

Topic A: Navigating Outlook

Topic B: Working with messages