

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Work within the new Office 2013 user interface
- \* Use the new features in Word 2013
- \* Create tables using the new features in Word 2013
- \* Use the new methods for proofing and printing documents
- \* Identify and work with the new features available in Microsoft Excel 2013
- \* Use the Formulas tab to create and manage formulas and functions
- \* Create, format, sort and filter tables in a workbook
- \* Create and manage charts in Excel 2013
- \* Work with the new features available in Microsoft Outlook 2013
- \* Sending, receiving and organising email messages in Microsoft Outlook 2013
- \* Working with Contacts
- \* Working with Calendars in Microsoft Outlook 2013

## PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### MICROSOFT OFFICE 2013

- \* The Office Button
- \* Using Access Keys
- \* The Ribbon
- \* Using The Quick Access Toolbar
- \* Understanding Help
- \* Understanding Live Preview
- \* Customising The Status Bar
- \* Understanding View Options
- \* Using Full Screen Reading View
- \* Zooming
- \* What Happened To

### MICROSOFT WORD 2013

- \* What's New In Word 2013
- \* Word 2013 File Formats
- \* Using The Compatibility Checker
- \* The Word 2013 Ribbon
- \* Using The Mini-Toolbar
- \* The Quick Styles Gallery
- \* Themes
- \* Adding A Cover Page & Blank Page
- \* Page Colour And Borders
- \* Building Blocks

### USING TABLES IN WORD 2013

- \* Inserting A Quick Table
- \* Using Table Styles
- \* Changing The Table Layout
- \* Drawing Tables

### PROOFING AND PRINTING

- \* Changing The Page Setup
- \* Inserting Section Breaks
- \* Using Headers And Footers
- \* Odd And Even Headers & Footers
- \* Adding Page Numbers
- \* Saving Header/Footer To The Gallery
- \* Printing
- \* Using The Spell Checker

### WORKING WITH ILLUSTRATIONS

- \* The Illustrations Group
- \* Inserting A Picture
- \* Changing The Picture Styles
- \* Using ClipArt and SmartArt

### MICROSOFT EXCEL 2013

- \* New Features In Excel 2013
- \* The Excel 2013 Screen and Ribbon
- \* Excel 2013 File Formats
- \* Using The Compatibility Checker
- \* Excel 2013 Options

### FORMATTING IN EXCEL 2013

- \* Using The Home Tab
- \* Merging Cells

- \* Themes and Cell Styles
- \* Saving A Workbook As A Template
- \* Conditional Formatting
- \* Highlight Cell Rules
- \* Using Data Bars, Colour Scales & Icons
- \* Managing Rules

### WORKING WITH FORMULAS

- \* Expand The Formula Bar & Name Box
- \* The Formulas Tab
- \* Using Names In Formulas
- \* New Statistical Formulas
- \* Using The Name Manager

### WORKING WITH TABLES

- \* Creating and Modifying A Table
- \* Sorting Data In A Table
- \* Filtering

### CREATING CHARTS IN EXCEL 2013

- \* Creating A New Chart
- \* Changing The Chart Layout
- \* Formatting Chart Elements
- \* Saving A Chart Template

### MICROSOFT OUTLOOK 2013

- \* New Features In Outlook 2013
- \* The Outlook 2013 Screen and Ribbon
- \* Message Flagging
- \* Navigation Pane
- \* Instant Search

### SENDING MESSAGES

- \* The Inbox Folder
- \* Creating and sending email
- \* E-Mail Options
- \* Sending emails to multiple addresses
- \* Receiving emails
- \* Attachments and Live Preview
- \* Printing your email

### CONTACTS

- \* Creating and editing contacts
- \* Addressing an email to a contact
- \* Creating a distribution list

### ORGANISING MAIL

- \* Creating a new mail folder
- \* Moving a message to a different folder
- \* Sorting the contents of the Inbox
- \* Deleting a message
- \* Restoring from Deleted Items Folder

### CALENDARS

- \* Opening the Calendar
- \* Creating and editing appointments
- \* Setting reminders
- \* Applying Categories
- \* Recurring Appointments
- \* Inviting others to a meeting
- \* Responding to meeting invitations