Microsoft® Office® 2013: Transition from Office 2007/2010

Course Specifications

Course Number: ELK91-105ol_rev1.0
Course length: 1.0 day(s)

Course Description

You've used Office 2007 or Office 2010 to create various types of business materials from documents in Microsoft® Word to spreadsheets in Excel® to presentations in PowerPoint®. Perhaps you use Outlook® to manage your calendar, contacts, and email or Access to manage inventory and trouble tickets.

However you use Office, the fact is the Office suite of applications is the de-facto standard for business productivity software. Each new release of Office builds upon the successes of the previous generations.

This course builds upon the foundational Microsoft® Office® 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information.

You'll explore a variety of 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. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

This Microsoft Office 2013: Transition from Office 2007/2010 course will help you bridge the gap from the version you already know and love to the latest release of Microsoft's flagship productivity suite.

Target Student: This course is intended for individuals who already have foundational knowledge and skills in Office 2007 or Office 2010 and who are interested in transitioning from the earlier version of Office to Office 2013.

Prerequisites: To ensure your success, you will need to have familiarity with either the Office 2007 or Office 2010 suite of products, including Word, Excel, PowerPoint, Access, and Outlook. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Microsoft® Office Word 2010: Part 1
- Microsoft® Office Excel® 2010: Part 1
- Microsoft® Office PowerPoint® 2010: Part 1
- Microsoft® Office Access® 2010: Part 1
- Microsoft® Office Outlook® 2010: Part 1

Hardware/ Software Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB (32-bit) or 20 GB (64-bit) with at least 1 GB free hard disk space available for Office 2013 Preview installation
- DVD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution SVGA monitor
- Network cards and cabling for local network access
- Internet access with no password required (through Wi-Fi, cabled Ethernet, or mobile broadband)
- (Optional) Printer or an installed printer driver
- Projection system to display the instructor's computer screen
- Microsoft® Office 2013 ProPlus RTM (available from www.microsoft.com/office/ preview/en/try-office-preview)
- Microsoft® Windows® 8 Release RTM (available from http://windows.microsoft.com/en- US/windows-8/download)

Course Content

Lesson 1: Getting Started with Microsoft Office 2013

    Topic A: Common Features
    Topic B: Office 2013 and the Cloud

Lesson 2: Working with Microsoft Word 2013

    Topic A: Edit a PDF
    Topic B: Work with Tables
    Topic C: Embed Video
    Topic D: Edit Documents
    Topic E: Read Documents

Lesson 3: Working with Microsoft Excel 2013

    Topic A: Streamline Workflow with Templates
    Topic B: Accelerate Data Insertion with Flash Fill
    Topic C: Incorporate Charts
    Topic D: Analyze Data

Lesson 4: Working with Microsoft PowerPoint 2013

    Topic A: Apply a Theme from the Start Screen
    Topic B: Leverage the Enhanced Presenter View
    Topic C: Collaborate with Colleagues on a Single Presentation
    Topic D: Incorporate Objects

Lesson 5: Working with Microsoft Access 2013

>Topic A: Explore Web Apps
>Topic B: Utilize Templates

Lesson 6: Working with Microsoft Outlook 2013

>Topic A: Navigate Through Mail, Calendars, Contacts, and Tasks
>Topic B: Connect to Social Networks
>Topic C: Identify Additional Outlook 2013 Features