

Using Microsoft® Office 2013 on Mobile Devices

Course Specifications

Course Number: ELK91-106_rev2.1

Course length: 1.0 day(s)

Course Description

Using Microsoft® Office 2013 on Mobile Devices takes students through a hands-on tour of the Microsoft Office application suite, including Word 2013, PowerPoint® 2013, Excel® 2013, and Outlook® 2013. The course is designed for business users who are already familiar with the Microsoft Office application suite interface (2007 or later) but who need to or will frequently or predominantly work with the Office 2013 application suite on a Windows 8 tablet computer. The course covers basic navigation techniques for each application, as applied to a Windows 8 tablet, introductory level overview of creating and formatting documents for each application, using and managing commonly applied commands within each application, and how to apply basic customization to each application's interface. Hands-on activities for each application are integrated into each lesson.

Target Student: The target student is an existing business user of Microsoft Office 2007 or later, who has basic end-user skills with tablet version of Windows 8, and who will be incorporating the mobile version of Microsoft Office 2013 into their standard work environment primarily for use when away from their regular office location.

Prerequisites: To ensure your success, you will need to have basic hands-on experience using a Windows 8 tablet, Microsoft Office Word, Excel, PowerPoint, and Outlook (versions 2007 or later). To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Microsoft® Windows 8 Tablet for Business Use
- Microsoft® Office Word® 2010: Part 1
- Microsoft® Office Excel® 2010: Part 1
- Microsoft® Office PowerPoint® 2010: Part 1
- Microsoft® Office Outlook® 2010: Part 1

Technical Requirements

For this course, you will need one Windows 8 tablet computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- Windows-based tablet computer without an integrated physical keyboard
- USB mouse (or other pointing device)
- Internet access (contact your local network administrator)
- Projection system to display the instructor's computer screen
- Microsoft® Office Professional Edition 2010
- Microsoft® Office Suite Service Pack 1

Course Content

Lesson 1: Getting Started with Word 2013 on a Windows 8 Tablet

Topic A: Navigate Word 2013 on a Windows 8 Tablet

Topic B: Create and Save Word 2013 Documents

Topic C: Customize the Word 2013 Environment

Lesson 2: Formatting Word 2013 Documents in a Mobile Environment

Topic A: Use Word 2013 Formatting Tools

Topic B: Check Compatibility and Save Different File Types

Lesson 3: Using PowerPoint 2013 on a Windows 8 Tablet

Topic A: Navigate PowerPoint 2013 on a Windows 8 Tablet

Topic B: Create and Save PowerPoint 2013 Presentations

Topic C: Edit and Format a Basic PowerPoint Presentation

Topic D: Prepare to Present a PowerPoint Presentation

Lesson 4: Using Excel 2013 on a Windows 8 Tablet

Topic A: Work in the Excel 2013 Environment

Topic B: Modify a Worksheet

Topic C: Customize the Excel 2013 Environment

Lesson 5: Getting Started with Outlook 2013 on a Windows 8 Tablet

Topic A: Navigate Outlook 2013 on a Windows 8 Tablet

Topic B: Create, Respond to, and Manage Email Messages

Topic C: Manage Calendar, Contacts, and Tasks

Topic D: Customize the Outlook 2013 Environment