

Microsoft® Office 2013: Transition from Office 2003

Course Specifications

Course Number: ELK91-123_rev1.0

Course Length: 1 day

Course Description

Overview: You've used Office 2003 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 2003 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. The Microsoft® Office 2013: Transition from Office 2003 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.

Course Objective: In this course, you will increase your productivity using the new features available in Office 2013 applications.

You will:

- Identify new features in Microsoft Office 2013.
- Work with Microsoft Word 2013.
- Work with Microsoft Excel 2013.
- Work with Microsoft PowerPoint 2013.
- Work with Microsoft Access 2013.
- Work with Microsoft Outlook 2013.

Target Student: This course is intended for individuals who already have foundational knowledge and skills in Office 2003, and who are interested in transitioning to Office 2013.

Prerequisites: To ensure your success in this course, you will need to have familiarity with Windows® 8 or 8.1 and the Office 2003 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:

- Using Microsoft® Windows® 8 or Using Microsoft® Windows® 8.1
- Microsoft® Office Word 2003: Level 1
- Microsoft® Office Excel® 2003: Level 1
- Microsoft® Office PowerPoint® 2003: Level 1
- Microsoft® Office Access® 2003: Level 1
- Microsoft® Office Outlook® 2003: Level 1

Hardware 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 with SSE2 instruction set
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD/DVD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Windows® 8 or 8.1 (please note this course was keyed on Windows 8.1)
- Microsoft® Office Professional 2013 (or a free month trial of Office 365 Home, Small Business Premium, Midsize Business, or Enterprise E3)
- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Content

Lesson 1: Getting Started with Microsoft Office 2013

- Topic A: Work with the Ribbon
- Topic B: Customize the User Interface
- Topic C: Save and Print Files in Different Formats
- Topic D: Apply Office 2013 Common Features

Lesson 2: Working with Microsoft Word 2013

- Topic A: Navigate and Find Information
- Topic B: Manage Text and Graphics
- Topic C: Manage Documents

Lesson 3: Working with Microsoft Excel 2013

- Topic A: Manage Worksheet Data
- Topic B: Incorporate Charts
- Topic C: Analyze Data

Lesson 4: Working with Microsoft PowerPoint 2013

- Topic A: Apply Themes and Effects
- Topic B: Leverage Enhanced Presentation Features
- Topic C: Incorporate Objects

Lesson 5: Working with Microsoft Access 2013

- Topic A: Navigate Access and Work with Tables
- Topic B: Create Forms and Use Templates
- Topic C: Work with Queries, Macros, and Reports
- Topic D: Build a Database for the Web

Lesson 6: Working with Microsoft Outlook 2013

- Topic A: Manage Email Messages
- Topic B: Manage Calendar, Task, and Contact Information
- Topic C: Apply Additional Outlook 2013 Features