

Microsoft® Office 2013 RT on Windows® 8 RT Mobile Devices

Course Specifications

Course Number: ELK91-124_rev1.1

Course length: 1.0 day(s)

Course Description

This course is an introduction to Microsoft® Office 2013 RT on Windows® 8 RT Mobile Devices. Users are introduced to the Windows 8 RT tablet and its touch-screen interface. On the Windows 8 RT tablet, users have the familiar Microsoft Office applications: Word, PowerPoint, Excel, and OneNote. Users explore the common user interface features included in all of the Office 2013 RT applications and how the Office RT apps work with the cloud. For each individual Office 2013 RT application, selected new features are addressed. To take advantage of the tablet's communication tools, users examine the built-in Mail, Calendar, and People apps. Users will also customize the settings of the Windows 8 RT tablet to suit their personal style.

Target Student: This course is designed for people who have recently acquired a Windows® 8 Surface™ tablet for personal or business use, who have some background using a prior version of Microsoft Windows and Microsoft Office, and who need to become productive using the basic functions of Windows 8 RT and the Office 2013 RT apps installed on the Windows tablet.

Prerequisites: To ensure your success in your course, you should be familiar with using personal computers, preferably some version of Windows (such as Windows® XP, Windows Vista®, or Windows® 7) and a previous version of the Microsoft Office productivity suite. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- Microsoft® Windows® 8: Transition from Windows® 7
- Microsoft® Office Word 2010: Part 1 or Microsoft® Office Word 2013: Part 1
- Microsoft® Office Excel® 2010: Level 1, or Microsoft® Office Excel® 2013: Part 1
- Microsoft® Office PowerPoint® 2010: Level 1, or Microsoft® Office PowerPoint® 2013: Part 1
- Microsoft® OneNote® 2010

Technical Requirements

The instructor and students will each need their own Windows 8 RT tablet with Office 2013 RT software. Both the operating system and the Office Home and Student 2013 RT software are pre-installed on the Windows 8 RT Tablet.

Additional considerations for each student and the instructor:

- Provide Internet access through a wireless network that is not password protected. Providing a password protected network is optional.
- Provide the instructor with a connection from their Windows 8 RT Tablet to a projection system to display the screen.
- If you have remote students, they may find it helpful to have a computer in addition to their tablet, which they can use instead of the tablet to connect to the class session.
- The instructor may find it helpful to have a workstation to host the web conferencing session, share the classroom camera, and display the PowerPoint slides. They can log in to the session as a participant on their tablet, and share the tablet desktop to demonstrate hands-on activities.

Course Content

Lesson 1: Getting Started with the Microsoft Windows 8 RT Tablet

- Topic A: Identify Components of a Windows 8 RT Tablet
- Topic B: Launch Apps and Navigate from the Start Screen
- Topic C: Enter Text by Using the Touch Interface
- Topic D: Navigate Between Apps

Lesson 2: Getting Started with Microsoft Office 2013 RT

- Topic A: Use Common Office RT Features
- Topic B: Use Office RT and the Cloud
- Topic C: Customize the Start Screen Tiles

Lesson 3: Working with Microsoft Word 2013 RT

- Topic A: Open and Read Word Documents
- Topic B: Work with Word Documents
- Topic C: Share and Print Word Documents

Lesson 4: Working with Microsoft Excel 2013 RT and PowerPoint 2013 RT

- Topic A: Edit and Share Excel Workbooks
- Topic B: Format Charts and Data
- Topic C: Work with Presentations
- Topic D: View PowerPoint Presentations

Lesson 5: Working with Microsoft OneNote 2013 RT

- Topic A: Create a OneNote Notebook
- Topic B: Share and Print Notes

Lesson 6: Communicating with Windows 8 RT Apps

- Topic A: Use Mail
- Topic B: Use Calendar and People
- Topic C: Share from Apps

Appendix A: Windows 8 Navigation Summary