

Ref : EB13OFF

Office 2013

Essential skills after migration

Aim


Discover the new interface and basic features of the software included in the Microsoft® Office 2013 suite.

Target audience	Level required	Estimated time to complete the essential modules
Anyone needing to use the basic features of the Microsoft® Office 2013 pack.	Knowledge of a Microsoft Office version previous to 2007.	11h 25min


Course content

► The essential modules

Migration towards Office 2013 – Discover the new interface and the main new features

 Video	<p>This module includes a video made up of 11 sequences.</p> <ul style="list-style-type: none"> • Introducing the interface • The FILE tab • The Quick Access toolbar, mini toolbar and keyboard shortcuts • Documents, workbooks and presentations • Microsoft user accounts and the SkyDrive or OneDrive storage area • Printing, preview, built-in headers, footers and margins, themes • Table styles, picture styles, shape styles • New features in Word • New features in Excel • New features in PowerPoint • New features in Outlook
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Excel 2013 – Essential skills after migration

 MEDIAPLUS eLearning	<p>This module offers interactive training consisting of 22 training videos, 22 exercises and 3 additional resources.</p> <p>New in 2013: 01 - Basic commands part 1</p> <ul style="list-style-type: none"> • You need to know: About your spreadsheet application • Opening a workbook • Overview of the environment • Calculating a sum and other basic functions • Applying a theme • Cell colour
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- Page layout
- Print preview and printing
- Creating a new workbook
- Using Microsoft Excel Help
- Zoom
- Inserting and deleting sheets, sheet background

New in 2013: 02 - Basic commands part 2

- Cell styles
- You need to know: Calculating with functions
- Control date, date formats
- Applying a conditional format
- Managing conditional formats
- Sorting data
- Splitting the window, freezing a column/row
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files

Outlook 2013 – Essential skills for managing messages



MEDIPlus
eLearning

This module offers interactive training consisting of 17 training videos, 17 exercises and 3 additional resources.

Working with messages

- You need to know: About your e-mail application
- Reading messages
- You need to know: Text made easy
- Creating and sending a message
- You need to know: Formatting characters
- Managing text in a message
- Attaching files to a message
- Managing attachments to a received message
- Replying to a message
- Forwarding a message
- Printing messages
- Deleting messages

Working with the e-mail application

- Finding messages
- Sorting, grouping and filtering messages
- Managing outgoing messages
- Message tracking options
- Message follow-up flags
- Adding a signature to a message
- Message templates (forms)
- Recalling and resending a message

PowerPoint 2013 - Essential skills after migration



MEDIAplus
eLearning

This module offers interactive training consisting of 16 training videos, 16 exercises and 1 additional resource.

New in 2013 - 01 - Overview

- You need to know: About your presentation program
- Opening a presentation
- Overview of the working environment
- Views
- Zoom
- Saving a presentation
- Checking the spelling
- Synonyms and translation
- Playing the slide show
- Page setup and orientation
- Print preview and printing
- Creating a new presentation

New in 2013 - 02 - Creating and managing slides

- Creating slides
- Themes and layouts
- Creating a slide/entering content in Outline view
- Inserting slides from another presentation
- Sections

Word 2013 - Essential skills after migration



MEDIAplus
eLearning

This module offers interactive training consisting of 29 training videos, 29 exercises and 2 additional resources.

New in 2013: 01 - Basic commands part 1

- You need to know: About your word processor
- Opening a document
- Overview of the environment
- Formatting characters
- Character colour
- Creating a new document
- Inserting special characters
- Paragraph spacing
- Borders and shading
- Customised numbered list
- Customised bulleted list
- Page layout
- Zoom
- Printing
- Using Microsoft Word Help

New in 2013: 02 - Basic commands part 2

- Finding text/formatting
- Checking spelling and grammar
- Finding synonyms
- Different levels in a list
- List styles
- AutoCorrect settings
- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- Headers and footers
- Page numbering
- Converting Word documents
- You need to know: Import, export and interoperability with Word
- Transfer, export: PDF, XPS, text, web page, e-mail
- Versions and recovery of files
- Views and windows

► **Complementary material**

Office 2013 – The essentials and new features



Online book

This module includes digital course material.