

Upgrading to Windows 8 and Office 2013



What does this course offer you?

This course is designed for users of earlier Office Versions who need to upgrade from Office XP or alternatively Office 2003 to Office 2013 and from Windows XP to Windows 8. The course explains in detail the basic functions of the system software Windows and the programs Word, Excel, PowerPoint and Outlook as well as advancements and improvements.

The main training topics:

Windows 8

- Overview
- Getting started
- Multitasking
- Internet Explorer
- Searching and finding
- Explorer
- Connected devices
- Windows Store
- PC settings
- Settings and Help

Office 2013

- The new interface
- About the Ribbon
- Handling documents
- Creating new documents
- New file formats
- Protected View
- SmartArt graphics
- Using themes
- Improved clipboard and screenshot function
- Printing in Office
- Editing pictures
- Inserting and modifying charts
- Sharing documents
- Tables in Word and PowerPoint
- Contextual spell-checking via the status bar

Word 2013

- Navigation pane
- Editing PDF documents
- Day-to-day work and correspondence
- Uniform appearance using themes
- Uniform appearance using styles
- Creating a publication 1
- Creating a publication 2
- Creating a publication 3
- Collaborating on documents
- Improved document review
- Working in Reading mode

Excel 2013

- Day-to-day work
- Flash Fill and Quick Analysis of data
- Printing tables
- Formulas and functions
- Conditional Formatting and Sparklines
- Sorting
- Defined cell areas
- Suggestions for charts and PivotTables
- Filtering with slicers

PowerPoint 2013

- Day-to-day work
- Enhanced presenter tools
- Efficient pasting and editing
- Charts in PowerPoint
- Handling multimedia
- Formatting and designing content
- Preparing portable presentations

Outlook 2013

- The new interface
- Editing and sending e-mails
- Categorizing e-mails
- Following up e-mails
- Organizing mail
- The new Out of Office Assistant
- Working with the Calendar
- Making calendar information available
- Managing contacts
- Tasks
- Instant Search

What are the course requirements?

Being acquainted with using the mouse and keyboard as well as partial knowledge of the previous Office programs is assumed.

Number of lessons: 63

Learning Hours: 8
 Audio Hours: 4