

Office 2013 New Features

Audience	This course is appropriate for those who are familiar with the personal computer and the basic features of Office 2010 or 2007 programs. This is not a beginner class, and will not cover all of the features available in the programs.
Description	This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with the interface and new features in Office 2013.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Identify new screen elements and changes to the Ribbon interface■ Understand new backstage commands■ Save and browse for files on an internet hosted drive (Cloud)■ Understand new online features for Office■ Use the new views and document design features in Word 2013■ Edit PDF files in Word 2013■ Apply context sensitive automation in Excel■ Share and present data online■ Arrange presentation elements in PowerPoint■ Share presentations online using Presenter view■ Use new navigation and message features in Outlook
Length	1 day

I. Using the Ribbon

- A. Identifying Office screen elements
- B. Customizing the Ribbon

II. Files and Online Services

- A. Working in Microsoft Office Backstage view
- B. Managing Online and cloud file locations

III. New Word Features

- A. Viewing documents
- B. Editing documents with Design view
- C. Editing PDF files in Word

IV. New Excel Features

- A. Applying context-sensitive automation
- B. Organizing and presenting data

V. New PowerPoint Features

- A. Understanding new visual enhancements
- B. Arranging presentation elements
- C. Presenting a presentation online in Presenter view

VI. New Outlook Features

- A. Navigating Outlook
- B. Working with Messages

