Microsoft Office 2013
Upgrading

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**

Microsoft Office 2013 - Upgrading provides skills and knowledge in a wide range of new features, enhancements and changes found in *Microsoft Office 2013*.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- understand the *Office 2013* interface
- personalise and make changes to the ribbon
- use the help system tools available to you in *Office 2013*
- work with the file formats found in *Office 2013*
- use the printing settings in *Office 2013*
- share your work with others using *Office 2013*
- use the new features available for formatting graphics
- insert and edit pictures
- use the new drawing and illustrating tools in *Office 2013*
- understand what has changed in *Word 2013*
- understand and work with a number of the new and improved features of *Excel 2013*
- understand and work with the *Power View* and *PowerPivot* tools in *Excel 2013*
- use the new and enhanced features of *PowerPoint 2013*
- work with many of the new features of *Outlook 2013*
- work with email messages in *Outlook 2013*
- work with the new *People* and *Calendar* features in *Outlook 2013*

❖ **Prerequisites**

Experience and knowledge of a version of *Microsoft Office* prior to *Office 2010* is essential for this course, *Microsoft Office 2013 - Upgrading*, including experience in manipulating Office files, and creating documents, workbooks, presentations and emails.

❖ **Topic Sheets**

220 topics

❖ **Methodology**

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at *www.watsoniapublishing.com*.

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Product Information

Contents

Product Information

- Working With Chart Styles
- Filtering The Chart
- Working With Chart Data
- Understanding Flash Fill
- Extracting With Flash Fill
- More Complex Flash Fill Extractions
- Extracting Dates And Numbers
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines
- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables
- Recommended Pivot Tables
- Understanding Slicers
- Creating Slicers

Excel 2013 Power Tools
- Understanding Power View
- Enabling Power View
- Creating A Power View Sheet
- Working With A Power View Object
- Working With Power View Fields
- Rearranging And Sorting Fields
- Working With Measure Fields
- Formatting Power View Data
- Tiling Data In Power View
- Filtering In Power View
- Switching Visualisations
- Adding More Power Views
- Adding Titles And Images
- Updating A Power View Report
- Understanding PowerPivot
- Understanding Relational Data
- Enabling PowerPivot
- Connecting To A Data Source
- Working With The Data Model
- Working With Data Model Fields
- Changing A PowerPivot View
- Creating A Data Model PivotTable
- Using Related PowerPivot Fields
- Creating A Calculated Field
- Creating A Concatenated Field
- Formatting Data Model Fields
- Using Calculated Fields
- Creating A Timeline
- Adding Slicers

Microsoft PowerPoint 2013
- What's New In PowerPoint 2013
- The PowerPoint 2013 Screen
- Creating A Presentation
- Applying Theme Variants
- Inserting An Online Video
- Inserting An Online Audio File
- Aligning Objects
- Merging Shapes
- Selecting Colours Using The Eyedropper
- Copying Animations
- Inserting Comments
- Creating Sections
- Building Equations
- Using Reading View
- Looking At Presenter View In Detail
- Using Presenter View
- Exporting A Presentation To Video
- Presenting Online

Microsoft Outlook 2013
- What's New In Outlook 2013
- Where Are They Now In Outlook 2013?
- Common Outlook 2013 Screen Elements
- Navigating To Outlook Features
- Sneaking A Peek
- The Folder Pane
- The To-Do Bar
- The Mail Screen
- The Calendar Screen
- The People Screen
- The Tasks Screen
- The Notes Screen
- The Outlook Today Screen

Outlook 2013 Mail
- Opening An Outlook Data File
- Previewing Messages
- Showing Unread Or All Mail
- Using Quick Action Commands
- Responding To Messages Using Inline Replies
- Sending An Email Without An Attachment
- Understanding Conversation View
- Navigating Messages In A Conversation
- Ignoring Conversations
- Cleaning Up Conversations

- Automating Common Tasks With Quick Steps
- Customising A Default Quick Step
- Creating A Quick Step
- Using Quick Steps

Other Outlook 2013 Features
- Understanding People View
- Viewing Your Contacts
- Creating A New Contact
- Editing A Contact
- Pinning A Contact To Your Favourites
- Contacting A Contact From The People Card
- Contacting A Contact From The People Peek
- The Outlook Social Connector
- Connecting Office To A Social Network
- Viewing The Outlook Social Connector
- Disconnecting Office From A Social Network
- Understanding The Weather Bar

Product Information