



INFOCUS COURSEWARE

# Microsoft Office 2013 Essentials



Product Code: INF1308

## ❖ General Description

The skills and knowledge acquired in Microsoft Office 2013 Essentials are sufficient to be able to use and operate the software at an introductory level.

## ❖ Learning Outcomes

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

- work with the basic components of the **Windows 8.1** interface
- understand and use some of the features common to all **Microsoft Office 2013** applications
- understand the history of word processing and the types of documents that can be word-processed
- understand some of the key underlying concepts of spreadsheets
- understand and create basic presentations in **PowerPoint 2013**
- create and work with basic databases in **Microsoft Access 2013**
- work with the **Calendar** feature
- create and work with contacts
- create and work with tasks
- share data between applications in **Microsoft Office 2013**

## ❖ Prerequisites

Microsoft Office 2013 Essentials assumes little or no knowledge of the software or computers.

## ❖ Topic Sheets

141 topics

## ❖ Methodology

The InFocus 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](http://www.watsoniapublishing.com).

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Product Information



# Microsoft Office 2013

## Essentials



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### Starting Off With Windows 8

- What Is Windows
- Turning on the Computer
- Signing in to Windows
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- The Start Screen
- The Apps View
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- The Charms Bar
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### Spreadsheets

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- The Characteristics of a Spreadsheet
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- Understanding Workbooks
- Using the Blank Workbook Template
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### Presentations

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- Creating a New Blank Presentation
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- Defining Table Structure
- Working With a Table
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- Saving a Report Design
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- Displaying Specific Dates
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- Printing Contact Details
- Deleting an Unwanted Contact
- Recovering a Deleted Contact

### Tasks

- Tasks and the To-Do List
- Creating Tasks
- Changing Task Views
- Sorting Tasks



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Working With Tasks  
Deleting Tasks  
Printing a Task List

## Sharing Data

Understanding Data Sharing  
Opening Files in File Explorer  
Copying and Pasting  
Capturing the Screen  
Moving Data With the Mouse  
Drag and Drop Copying  
Right-Dragging  
Embedding Objects  
Updating an Embedded Object  
Linking Objects  
Updating a Linked Source

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