



INFOCUS COURSEWARE

Microsoft Office 2013

Upgrading



Product Code: INF1300

ISBN: 978-1-921939-77-8

❖ 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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Contents

The Office 2013 Interface

- Understanding The Office 2013 Interface
- Starting An Office 2013 Application
- Understanding The Start Screen
- Customising The Ribbon With Display Options
- Understanding The Backstage View
- Accessing The Backstage View
- Integrating With The Cloud
- Working With Touch Mode

Personalising The Ribbon

- Understanding Personalising The Ribbon
- Showing And Hiding Ribbon Tabs
- Modifying Ribbon Tabs
- Creating A New Ribbon Tab
- Placing Commands On A Tab
- Organising Commands In A Group
- Creating More Groups
- Exporting Your Personalisation Settings
- Removing A Tab From The Ribbon
- Importing Personalisations
- Resetting The Ribbon

The Office 2013 Help System

- Understanding How Help Works
- Knowing Your Version And Build
- Accessing The Help Window
- Help Getting Started With Office 2013
- Using Quick Start Guides
- Googling Help
- Accessing Images And Pictures
- Accessing Online Templates

The Office 2013 File System

- Understanding Office 2013 File Types
- The Open Place
- Opening Files In Office 2013
- Closing Files In Office 2013
- Opening Recent Files And Folders
- Recent Files From The Start Screen
- Understanding File Saving In Office 2013
- Saving To SkyDrive
- Saving To A Previous Version

- Saving As Macro Enabled
- Creating A PDF File
- Creating New Files In Office 2013
- Understanding Templates In Office 2013
- Saving Custom Templates
- Setting A Custom Templates Location
- Understanding Draft Versions
- Configuring AutoSave
- Recovering An Unsaved File
- Managing Versions
- Accessing File Information

Printing From Office 2013

- Print Previewing
- Choosing A Printer
- Specifying Print Settings
- Specifying Page Layout Settings
- Changing Printer Properties

Sharing From Office 2013

- Understanding Sharing
- Sharing A Document Using SkyDrive
- Sending A File As An Email Attachment
- Sending A File As A PDF Attachment
- Protecting Your File Before Sharing
- Checking For Issues
- Checking File Accessibility
- Checking File Compatibility

Formatting Graphics In Office

- Understanding Graphics Formatting
- Understanding Format Panes
- Working With The Format Pane
- Moving The Format Pane
- Formatting With The Layout Options Button
- Quickly Formatting Charts

Pictures

- Inserting A Picture
- Inserting An Online Picture
- Removing A Picture Background
- Applying Picture Styles
- Repositioning Pictures
- Applying And Changing Effects
- Correcting Pictures
- Changing Picture Colouring
- Cropping Pictures Accurately

- Changing The Picture Layout

Drawing And Illustrating

- Understanding Illustrations
- Inserting Clip Art
- Formatting Clip Art
- Inserting Shapes
- Modifying Shapes
- Inserting Text Into A Shape
- Custom Text Wrapping
- Finding And Selecting Shapes
- Inserting A Screenshot
- Inserting A Screen Clip

Microsoft Word 2013

- What's New In Word 2013
- The Word 2013 Screen
- Spell Checking In Word 2013
- Working With The Navigation Pane
- Locating Non Textual Items
- Understanding The Design Tab
- Applying A Style Set
- Inserting Online Videos
- Aligning Graphical Elements
- Opening And Editing PDFs
- Inserting Comments
- Working With Comments
- Understanding Read Mode
- Viewing A Document In Read Mode
- Using Resume Reading
- Inserting Columns And Rows Into A Table
- Drawing Table Borders

Microsoft Excel 2013

- What's New In Excel 2013
- New Worksheet Functions in Excel 2013
- The ARABIC Function
- The DAYS Function
- The IFNA Function
- Functions That Test Formulas
- The RRI Function
- The Worksheet Information Functions
- New Charting Features
- Using A Recommended Chart
- Working With The New Chart Tools
- Working With Chart Elements



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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



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