



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.

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Product Information



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Essentials



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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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