

# Microsoft Office New Features 2013 from 2007

## Course Overview

In this 1-day class, you will learn some of the important differences and new features in Office 2013, compared to Office 2007. This class focuses on the following Microsoft products: Word, Outlook, Excel, and PowerPoint. In Word, you will learn new search and navigation techniques, work with pictures, edit a PDF document, and enhance your reading experience. In Outlook, you will learn about the new Ribbon tabs, how to include a screenshot in an email message, and how to use Quick Steps. In Excel, you will learn how to use the Quick Analysis tool, use new charting techniques, create sparklines, and use FlashFill to separate data in a list. In PowerPoint, you will learn how to match colors, use the newly designed Presenter View, and updated video options for presentations. Course preparation: Experience with Word, Excel, Outlook, and PowerPoint 2007.

## Course Topics

### NEW FEATURES IN WORD 2013

#### Exploring Word 2013

- About the Start Screen
- About Ribbon Display Options
- Using the Close Button
- Previewing and Printing a Document
- Creating a Custom Tab on the Ribbon
- Using Read Mode

#### Using the Navigation Pane and the Design Tab

- Finding Text
- Moving Page by Page
- Navigating Through the Headings
- Exploring the Design Tab

#### Working with Tables and PDF Files

- Using New Table Features
- Working with PDF Files in Word

#### Working with Graphics

- Inserting Screenshots
- About Inserting Pictures
- Using Live Layout and Alignment Guides
- Exploring Visual Effects
- Removing a Picture's Background
- Using SmartArt with Pictures
- Inserting a Web Video

#### Tracking Changes

- Setting Your User Name
- Using Simple Markup View
- Simple Markup View vs. All Markup View
- Locking and Unlocking Track Changes
- Marking a Document as Final

#### Using the Compatibility Checker

- Using the Compatibility Checker
- Working in Compatibility Mode
- Converting a File to the Current Version

### NEW FEATURES IN EXCEL 2013

#### Exploring Excel 2013

- Starting Excel 2013
- Exploring the Ribbon Tabs
- Ribbon Display Options
- Closing a Workbook
- Exploring Backstage View
- Printing a Worksheet
- Inserting a New Worksheet
- Splitting a Worksheet Window
- Using Help

#### Working with Data Lists

- Using Flash Fill
- Flash Fill Formatting
- Flash Fill Revisions
- Quick Analysis
- Working with new Table Features
- Using Slicers to Filter a Table

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## **New Charting Features**

- Inserting a Recommended Chart
- About Chart Ribbon Changes
- Customizing a Chart
- Changing Chart Styles and Colors
- Filtering Chart Data
- Adding Labels to a Chart
- Creating a Dual Axis Chart
- Creating Sparkline Charts
- Modifying Sparkline Charts

## **New Functions**

- New Functions in Excel 2013

## **Using the Compatibility Checker**

- Checking for Compatibility with Earlier Versions of Excel

## **NEW FEATURES IN OUTLOOK 2013**

### **Getting Started**

- Working in Backstage View
- The Outlook Ribbon
- The Navigation Bar and Folder Pane
- Using the Peek Views
- Showing and Hiding Outlook Elements

### **Email**

- Using the Enhanced Instant Search
- Removing Names from AutoComplete
- About Mail Tips
- Previewing Messages
- Viewing All vs. Unread Messages
- Using Inline Commands
- Working with Attachments
- Using the Conversation View
- Renaming and Moving Inbox Folders
- Using the Quick Steps

### **Calendars**

- Using Quick View
- Creating and Deleting a Calendar Group
- Using Multiple Calendars in Schedule View

## **NEW FEATURES IN POWERPOINT 2013**

### **Exploring PowerPoint 2013**

- Starting PowerPoint 2013
- Exploring the Ribbon Tabs
- About Ribbon Display Options
- Using the Close Button
- Working in Backstage View
- Using the Quick Print Button

### **Customizing a Presentation**

- Using the Updated Themes
- Applying a Theme Variant
- Applying the Wide-Screen Layout
- Using Smart Guides
- Using Static Guides
- Merging Shapes
- Match Colors from Object to Object using the Eyedropper

### **Getting Ready to Present**

- Adding Sections to a Presentation
- Adding Video Content
- Applying a Video Style
- Setting Video Play Options

### **Giving a Presentation**

- Using Presenter View
- Optimizing Media Content
- Compressing Media Files
- Save a Presentation as a Video
- Playing a Presentation Video