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### Introduction to Microsoft Office 2013

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#### Course Duration:

7 Hours / 1 Day

#### 1 What's New in Office 2013

- Sign-in for Office where you need it
- Office for the whole family
- Save and share files in the cloud
- Shared meetings
- More choices for getting started
- Improved Save As and Open
- Easier file sharing

#### 2 What's New in Word 2013

- New Read Mode
- Object Zoom
- Resume Reading
- Online Video
- Collapse or expand
- Word Together
- Add polish and style
- Open and edit PDFs
- Insert online pictures and video
- Live layout and alignment guides

#### 3 What's New in Excel 2013

- Get started quickly
- Instant data analysis
- Fill out an entire column of data in a flash
- Create the right chart for your data
- Filter table data by using

slicers

- One workbook, one window
- New Excel functions
- Save and share files online
- Embed worksheet data in a web page
- Share an Excel worksheet in an online meeting
- Get started quickly
- New charting features
- Powerful data analysis
- Get started quickly

#### 4 What's New in PowerPoint 2013

- More choices for getting started
- Hassle-free Presenter View
- Widescreen friendly
- Start an online meeting from PowerPoint
- Better design tools
- Line-up and space objects equally
- Motion path improvements
- Merge common shapes
- Improved video and audio support
- New eyedropper for color matching
- PowerPoint on touch devices
- Share and save
- Comments
- Work together on the same presentation

#### 5 What's New in Outlook 2013

- Communicate
- Manage
- Find