

Module 1 – Microsoft Office 2013

- What's New in Office 2013
- Start Screens
- The File Tab (Backstage View)
- Customizing the Ribbon
- Managing Recent Lists in Backstage View
- Screen Capture Tool
- Paste Preview
- Document Versions
- Recovering Unsaved Files
- Saving in PDF or XPS Format
- Previewing and Printing
- Picture Tools
- Touchscreen Compatibility
- SkyDrive Integration
- Device Synchronization

Module 2 - What's New in Outlook

- The Outlook Window
- Navigation Options
- New Message Views
- Inline Replies
- Finding Information
- Conversation Management
- Creating & Using Quick Steps
- New Calendar Views
- Pinning Calendars
- New Contact Views
- Categorize by Color
- Pinning Tasks

Module 3 –Microsoft Excel 2013

- What's New in Excel
- The New Look
- Managing Workbook Windows
- Using Page Layout View
- Flash Fill
- Excel Tables
- Expanded Conditional Formatting
- Expanded Filtering
- Quick Analysis Tools
- New Charting Tools
- Sparklines
- Slicers
- New Functions
- New Data Analysis Tools
- New Add-ins

Module 4 – Microsoft Word 2013

- What's New in Word
- The New Look
- The Navigation Pane
- New Reading View
- Expand & Collapse Document Parts
- AutoText Returns
- New Table Tools
- New Alignment Tools
- Object Zoom
- Opening and Editing PDF Files
- Insert Online Pictures
- Add Video
- New Document Markup Tools
- Mark as Final

Module 5 - What's New in PowerPoint

- The New Look
- Formatting Task Panes
- Presenter View
- Smart Guides
- Color Sampling
- Comments Pane
- Merging Shapes
- Improved Audio & Video Support
- New Animation Effects