

SkillMaster Computer Training

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Conversion to Microsoft Office 2013

This course is those attendants who have used the previous Microsoft Office version (2007, 2010) and wish to learn the new features that Microsoft Office 2013 has introduced.

At the completion of this course you should be able to:

- Cover all new features of *Office 2013* interface
- Customise Ribbon and Quick Access Bar
- Collaborate and share your work with others using *Office 2013*
- Use the new features available for formatting graphics
- Use the new drawing and illustrating tools in *Office 2013*
- Edit and convert Pdf format files in Word and Excel
- Work with new Design features in *Office 2013*
- Work with comments
- Do presentation of documents online
- Work with new Layout features
- Customise your views and screen
- Work with new templates and automation
- Quickly analyse data in Excel 2013 and work with Recommended charts, etc.
- Make quick reports in Excel 2013 and work with Pivot Tables
- Work with many of the new features of *Outlook 2013*
- Work with the new *People* and *Calendar* features in *Outlook 2013*
- Use the help system tools available to you in *Office 2013*
- Use the printing settings in *Office 2013*
- Use the new and enhanced features of *PowerPoint 2013*
- And much, much more...

