Microsoft Office 2013
Upgrade

CLASS TRAINING

General Outline — Upgrade

This course concentrates on the new and improved features of the main applications in Microsoft Office, namely Word, Excel, PowerPoint and Outlook. Other applications, such as Publisher and Access can be covered depending on your needs.

'Global' Changes: The major, 'across-the-board' changes in these applications include the new **menu tabs and ribbons**.

The course focuses on the main differences between the 2013 versions and the previous 2010 and 2007 versions.

Throughout the course, you will revise the many keyboard shortcuts and mouse shortcuts that allow you to do perform functions more efficiently and more easily.

Detailed Course Outcomes

- Work with new menu tabs and ribbons.
- Use Office Backstage.
- Customise the Quick Access Toolbar.
- Customise the Tabs and Ribbon.
- Work with new file formats.
- Use built-in PDF conversions.
- Work with macro-enabled file formats.
- Adjust security levels.
- Adjust global options and preferences.
- Use new features in individual applications.
- Apply new document security features.
- Use and understand offline and cloud-based storage options.
- Investigate sharing and collaboration features of Office 2013.

Client Reviews

"I was impressed with the extensive explanations and the discovery of new elements."
Kerrie, Admin Assistant

"By knowing all the tools and where features are located, I can help other members in our team."
Ashlea, Admin

"Courses are very hands-on and specific issues were well addressed."
Karen, Admin

Duration & Rate:

- 1 day public course ($319) OR
- 3 x 1-hour online ($132) OR
- Closed / Onsite (inquire)

Prerequisites:

Users should be familiar with previous versions of Microsoft Office applications.

Public Course Includes:*

- Use of a computer for hands-on exercises.
- Extensive training manual.
- Refreshments.
- Certificate of attendance.
- After-course support.
- Free refresher course.

* Inquire re details.

How to Book:

- Phone us on **(02) 6041 2711.**
- Email us at **office@classtraining.com.au.**
- Book online at **www.classtraining.com.au**.

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