OFFICE SUITE 2013
WINDOWS, WORD, EXCEL, OUTLOOK AND POWERPOINT

OBJECTIVES

The participant will discover the new features offered by Microsoft Office 2013. They will learn how to use the Windows operating system as well as the most used Office Suite software, such as Word, Excel, Outlook, and PowerPoint.

Since all our trainings are tailored to the needs of our clients, the participant may take only a part of the course outline if desired.

TARGET CLIENTELE

Everyone

PREREQUISITES

None

COURSE SYLLABUS

1. **Getting Started with Windows**
   - Introduction to Windows

2. **Getting Started with Word 2013**
   - Launching Word 2013
   - Exploring the Office 2013 interface
   - Ribbon
     - Collapse Ribbon
   - Quick access tool
     - Change the location of the toolbar
     - Quick access
     - Quickly add a button on the Access toolbar
     - Remove a button from the toolbar

    - Quick access
    - Reinitializing the Quick Access toolbar
- Exploring the Word window
- Exit Word
- Introduction to Windows management Files
    - Navigating on Windows
- Recording
- Closing and opening of a file
    - Save a file by keeping it on the screen
    - Close a file
    - Create a blank document window
    - Open a file
    - Move from one document window to another
    - Convert to Word 2013 a version file Previous
    - Maintain compatibility mode
    - Manage the list of recent files and folders
- Creating a document
    - Create a document from an existing file
    - Create a document from a predefined template
    - Insert a text file
    - Save as PDF
- File management / Files
    - Sort file list
    - Rename a file/folder
    - Delete a file/folder

3. Entering Text

- Entering text
    - Enter text without spacing
    - Create a new page in a document
    - Discover the entry rules
    - Get the different types of spaces
    - Insert special characters and symbols
    - Insert a conditional hyphen
    - Insert date or time
    - Enter text in an empty area of a Document
- Format marks
    - Show/hide format marks

- Automatic corrections
  - Enable spell checking and grammar when typing
  - Correct reported errors
  - Use the automatic corrections list
  - Add words to the list of corrections Automatic
  - Manage automatic correction of Capital letters
  - Enable/disable AutoCorrect
  - Display the menu of the options button automatic correction

4. Basic Manipulations

- Insertion point moves
  - Move the insertion point
  - Move the insertion point on a specific page
- Text selection
- Erases
- Canceling and recalling operations
  - Cancel an operation
  - Recall a canceled operation
- Copying and moving
  - Copy using drag and drop
  - Copy using buttons or shortcuts
  - Move using drag and drop
  - Move using buttons or shortcuts
  - Copy or move text from one document to another

5. Viewing and Printing

- Viewing a document
  - Change the display mode
  - Hide white space
  - Change the size of the display
- Print
  - Preview the document
  - Print a document

6. Formatting Characters

- Formatting characters
  - Apply character formatting

- Themes
  - Apply a theme
  - Change the colors, fonts, and effects of a theme
- Character font and attributes
  - Change font and character size
  - Apply attributes
  - Change character color
  - Change character spacing and scale
  - Apply a text effect
  - Change the formatting of characters for the entire document
- Fast character formatting
  - Apply a predefined style
  - View the character formatting of a text
  - Copy character formatting from text
  - Remove formatting from text

7. Margins and Tabs

- Unit of measure
- Viewing rules
- Margins
  - Apply predefined margins
  - Change margins from rules
  - Change margins by entering precise values
- Tabs
  - Place a tab from the ruler
  - Move a tab on the ruler
  - Remove a tab from the rule
  - Placing tabs from the dialog box
  - Change the type of a tab
  - Delete all tabs

8. Formatting Paragraphs

- Formatting paragraphs
- Alignments
- Paragraph withdrawals
  - Create a left indent using the rule
  - Create a right indent
  - Create a double Indent

    - Create a positive indent of the first line
    - Create a negative indent of the first line
    - Create withdrawals from the dialog box
- Spacing between lines and Paragraphs
    - Change line spacing
    - Change the spacing between paragraphs
    - Quickly add/remove spacing
    - Change the spacing for the entire document
- Automatic page breaks control
- Quick paragraph formatting
    - Copy paragraph formatting
    - Apply a set of styles

9. Formatting Pages

- Sections in a document
    - Divide a document into sections
    - Insert a section break
    - Move the insertion point in the sections
    - Apply layout settings in a document divided into sections
    - Delete a section break
- Paper size
    - Select a paper size
    - Change paper size orientation
    - Change the default paper size
- Vertical alignment
    - Change vertical alignment
- Title page
    - Delete a title page
- Header and footer
    - Create a header or footer from of models
    - Edit a header or footer
    - Delete a header or footer
    - Create a header or footer of all Parts
    - Change the vertical position of the header or footer in a document of a single section
    - Create a different header and footer on the first page

- Pagination
  - Paginate a document
  - Change the page number format
  - Change the paging start number
  - Delete pagination

10. Getting Started in Excel 2013

- Electronic spreadsheet
- Microsoft Excel 2013
- Launching Excel 2013
- Creating a new workbook
- Excel 2013 window
  - Formula bar
  - Spreadsheet
  - Status bar
- Exit Excel
- Contents of a cell
  - Wording
  - Value
- Direction of pointer movement
- Data entry
  - Canceling an uncommitted entry
  - Entering a label
  - Entering a number
  - Entering a formula
- Workbook management
  - Saving a new workbook
  - Closing a workbook
  - Opening a workbook
  - Creating a workbook
  - Deleting a workbook
- Moves in active sheet
  - Scrolling the active sheet
- Zoom display
- Cell selection

- Data editing
  - Direct modification of a data
  - Replacing the contents of a cell
  - Clearing the contents of a cell
  - Clearing formatting
- Copying and moving
  - Copying data using buttons
  - Copying data using the Copy
  - Moving data using the buttons
  - Moving data using the mouse
- Input automation
  - Selecting a range for the input of the Data
  - Simultaneous data entry in multiple Cells
  - Automatic text entry in the same Column
  - Viewing the list of entries Automatic

11. Calculation Formulas

- Entering a formula
  - Reasoning before the formulation of a formula
  - Quick visualization of the result of a calculation
  - Auto Sum button
  - Inserting a formula directly
  - Inserting a formula by pointing cells
  - Sum function
- Tracking linked cells
- Reference types
  - Relative reference
  - Absolute reference
  - Mixed reference
- Add formulas automatically
- Removing zero values
- Copying the result of the formulas
- Postponing the contents of a cell

12. Formatting Data

- Formatting tools
- Fonts and attributes
  - Default font choice
  - Changing the font for the workbook by Course
  - Applying attributes to characters
  - Applying formatting to a Operation
- Alignment
  - Alignment from the dialog box "cell format" dialog
  - Alignment using the buttons
  - Indented alignment
  - Multi-column centering
  - Cell fusion
  - Line forwarding
  - Text justification
- Number display format
  - Assigning a format to a cell
- Width of the columns
  - Changing the column width
  - Adjusting the width of a column to its given the longest
  - Setting a standard width
- Inserting and deleting cells, de rows or columns
  - Inserting rows or columns
  - Deleting rows or columns
  - Inserting cells
  - Deleting cells
- Line height
  - Changing the line height
  - Back to standard height
- Data protection
  - Protecting a sheet
  - Cancelling protection
  - Unlocking cells
  - Unlocked cell protection
  - Protecting the structure of the workbook
- Hiding the wording of a formula

- Hiding rows and columns
  - Hiding a column or row
  - Displaying a column or hidden row

13. Layout and Printing

- Print Preview
- Margins
  - Changing the margins from the preview
  - Changing margins from mode layout display
- Centering on the page
- Orientation
- Paper size
- Page breaks
  - Horizontal page break
  - Vertical page break
  - Deleting a page break
  - Inserting horizontal and vertical page breaks
- Print titles
- Display and / or print headers
- Header or footer
  - Create a header or footer
  - Deleting a header or footer
  - Customizing a header or footer Page
  - Header or footer position
  - Deleting the header or footer
  - Creating multiple headers or feet of Page
- Print

14. Statistical Functions

- Function syntax
  - Function wizard
- Statistical functions
  - Total of a list
  - Number of cells containing values
  - Number of cells containing data
  - Maximum value of a range
  - Minimum value of a range
  - Average of values included in a range

15. Getting Started with PowerPoint 2013

- PowerPoint 2013
- PowerPoint launch 2013
- Exploring the interface
- Presentation window
- Default advanced options
- Closing PowerPoint
- Closing opening and recording
  - Close a presentation
  - Open a presentation
  - Convert to PowerPoint 2013 a file of previous version
  - Save a presentation by keeping it on the screen
- Creating a presentation
  - Create a presentation from the template by Defect
  - Create a presentation from a template preset or personal
  - Create a presentation from a theme
  - Create a presentation from a existing presentation
  - Move from one presentation to another
- Quick overview of PowerPoint
- Conception of a presentation
- Layout
  - Edit layout

16. Travel and Display

- Travel in a presentation
- Display a presentation
  - Change the display mode
  - Change the size of the display
- Viewing a slideshow
  - Display a specific slide when viewing
  - Create annotations when viewing

17. Managing Slides and Placeholders

- Managing slides
  - Change slide layout
  - Insert slide
  - Duplicate a slide
  - Move a slide
  - Delete a slide
  - Hide a slide
- Managing placeholders
  - Add a title and subtitle
  - Manage AutoCorrect
  - Add a bulleted list
  - Add an image to a placeholder
- Manipulation of placeholders
  - Select placeholders
  - Move a placeholder
  - Rotate a placeholder
  - Change the size of a placeholder
  - Delete the entire contents of a space Booked
  - Delete a placeholder
  - Restore placeholders
- Presenter's notes
  - Add a note

18. Formatting Text

- Formatting characters
  - Change font and character size
  - Apply attributes
  - Apply color
  - Replace a font
  - Clear character formatting

- Text appearance
  - Apply style WordArt
  - Apply fill to characters
  - Apply contour
  - Apply effects
  - Customize text effects
  - Distort text
  - Change the curvature of a deformation
  - Clear styles WordArt
- Formatting paragraphs
  - Change horizontal alignment
  - Change vertical alignment
  - Center the text of a space globally Booked
  - Change line spacing
  - Change the orientation of a text
- Bullets and numbers
  - Change a list's bullets/numbers
  - Change the position of the bullets/numbers and Text
  - Remove bullets/numbers from a list
- Restoring the formatting of a Slide

19. Animating a Presentation

- Linking slides
  - Define the transition between slides
  - Delete a transition
- Linking objects
  - Apply an animation effect to objects
  - Set animation settings
  - Add animation
  - View a list of animations for a Slide
  - Reproduce an animation
  - Replace an animation effect
  - Delete an animation
  - Change the order of animation effects

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20. Introduction to Outlook 2013

- Basic concepts
  - Getting acquainted with the network
  - Starting Outlook
  - Discover the Outlook screen
  - Customize the Ribbon
  - Customize Quick Access toolbar
  - Import/export customizations
  - Use the "backstage"
  - Using the help function
  - Exit Outlook
- Mail
  - Discover the Inbox
  - The part of e-mail item navigation
  - Identify the Navigation Pane groups
  - Create a new message
  - Manage email
  - Preview messages in the message list
  - Use commands in the list of messages for quick action
  - Use attachments
  - Print messages
- Contacts:
  - Discover the contact window
  - Create a new contact form
  - Manage the contact list
  - Create a list of personal distribution
  - Change the list of contacts view
  - View all information from your contacts in one place
  - Print contacts
- The files
  - Create folders
  - Manage folders

- The calendar
  - Discover the Calendar window
  - Manage appointments
  - Recurring appointments
  - Use different displays
  - Organize meetings
  - Using the Scheduler
  - Print calendar
  - Change calendar settings
- Tasks
  - Discover the task management screen
  - Manage tasks
  - Manage recurring tasks
  - Divide tasks
  - Change the task view
  - Process the reminder window
  - Print tasks
- Other items
  - Change the format of messages
  - Manage address books
  - Change thes desktop alert settings
  - Make a private item
  - Create different types of files
  - Display of the weather in the calendar