

Training Course Specification

Course: Excel - Conversion to Office 2013

Duration: 2 hours

Aims and Objectives of the workshop

This course is designed to explain the new menu and screen layout of Excel 2007. At the end of the course users will feel more confident about using the new menu options for day to day operations.

The course will also illustrate some of the enhanced features of the programme that will ease day to day tasks.

Who should attend

Delegates who have recently, or who intend to upgrade to Office 2007 from any previous version

Experience needed:

Delegates should have a good grounding in the use of Word and Excel (any version) and be familiar with most character and paragraph formatting features.

The New Layout

- The Office button
- Excel options
- New visual features of the programme(s)
- The Quick Access Toolbar
- Where have the menu options moved to?

Skills covered during the course are generally those that are most frequently used on a day to day basis, but more advanced tools can be covered on request

- Formatting cells
- Page setup/print preview
- Headers and Footers

New features of Office 2013

- Breakdown of the new menu systems
- How tools are grouped
- Creating Charts/Graphs
- Conditional Formatting