

MSC Computer Training

Training Course Specification

Course: Microsoft Office - Conversion to Word and Excel 2013

Duration: 3 hours

Aims and objectives of the workshop:

This course is designed to explain the new menu and screen layout of Word and Excel 2013. 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 programmes 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
- Word/Excel options
- New visual features of the programme(s)
- The Quick Access Toolbar
- Where have the menus moved to?
- Zoom in and out
- New options on the status bar

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 during the course

Word	Excel
<ul style="list-style-type: none">• Formatting text• Page setup/print preview• Headers and Footers• Mail Merge• The new Table options• Insert formulae• Using the SmartArt tool to create diagrams• Insert cover page• Using Quickstyles	<ul style="list-style-type: none">• Formatting text and numbers• Page setup/print preview• Headers and Footers• A new look to Pivot tables• The new chart options• The new Conditional Formatting tool• Split cell text

You can choose from the list to create your own course