



**Course: Applied IT Training in Microsoft Office 2013**

*(Word, Excel, PowerPoint, Outlook & Project)*

**Contact Hours: 24 hours**

**Pre-requisites: Computer Literacy**

---

**Course Content**

***Word 2013 – 6 hours***

- **Generate mass mailings, envelopes and lists using Mail Merge**

Quickly generate personalized form letters, e-mails, labels or envelopes from recipient data on a mailing list using Word 2013's Mail Merge feature set.

- **Use Advanced Word 2013 techniques to manage longer documents**

- Set up a document's Tables of Contents, Tables of Figures, captions, indexes, hyperlinks and cross references to improve the accessibility of content within the document.
- Properly credit other authors for their ideas or add credibility to your work by adding Citations, Tables of Authorities, Footnotes, Sources or a Bibliography to your document.
- Coauthor documents in a collaborative fashion using Word 2013 tools such as comments, track changes, password protection and document permissions.
- Customize numbering pages to use different page numbers or number formats and styles in different parts of a document.
- Control document with tab stops and paragraph indent markers.

***Excel 2013 – 6 hours***

- **Select or compose appropriate formulas and functions**

Define Excel Tables and name cell ranges; Perform calculations and other operations on cell data using Formulas and Functions; use formula auditing tools to fix errors; and perform What-If - Analysis on data using Scenarios, Goal Seek and Solver; Enable Data Validation, Conditional Formatting, Outlines, Grouping and Subtotals; protect workbooks/worksheets with passwords; save files as templates or other formats.

- Using PivotTables to make worksheets more manageable by summarizing data and allowing manipulations in diverse ways.

### ***PowerPoint 2013 – 3 hours***

- **Create and run basic presentations**

Navigate the PowerPoint 2013 user interface including the Backstage, Cloud Integration and Presentation Views; and customize interface elements such as the Ribbon Tabs, Quick Access Toolbar and Status Bar.

- Adjust the look of text and placeholders in PowerPoint 2013 presentations with format controls; Streamline entire presentations using styles, themes, templates, backgrounds and watermarks.

- **Enhance PowerPoint 2013 slides**

- Insert and modify graphic elements such as shapes, WordArt text, ClipArt, pictures, SmartArt diagrams and charts; Insert, edit and play audio tracks and video content in the presentation; Use ready-made content, templates and slide libraries.
- Control the layout of the presentation using tables, sections, outlines and Slide Masters; Preview and print presentations, speaker notes and handouts; label slides and pages with headers and footers; Apply transition effects to presentation slides; and animate objects and slide text; setup presentations for delivery; and finalize presentations.

### ***Outlook 2013 – 3 hours***

- **Create, send, and reply to e-mail messages using Outlook 2013**

- Navigate the Outlook 2013 user interface including the Backstage View and Navigation Pane and customize interface elements such as the Ribbon Tabs and Quick Access Toolbar; Connect to Hotmail, Outlook.com and other Internet e-mail Accounts and Exchange Accounts, manage multiple accounts and troubleshoot connection problems.
- Create and Send messages, view messages (with or without file attachments) by configuring the behavior of the Reading Pane and other Inbox Views, effectively organize messages and folders, adjust Message Settings and Delivery Options and block unwanted or Junk e-mail; Enhance message content by formatting message text, adding Signatures, embedding and modifying Images and inserting Screen Images, Clip Art, Shapes and Business Graphics.

- **Save, update, manage and share Contacts**

- Navigate the Outlook 2013, Contacts Module, identify Presence Icons and Contact Cards and locate, preview and print Outlook 2013 items; Save and update Contact Information, Records and Address Books and select specific message recipients from Address Books
- Work with the Contact List to create additional Address Books

### ***Project 2013 – 6 hours***

- **Navigate Project 2013 and relate key Project Management concepts.**

Navigate the Project 2013 screen interface including the Backstage View, Gantt Chart View and other Project Views; Customize interface elements such as the Ribbon Tabs and Quick Access Toolbar; Relate key Project Management concepts and best practices such as the

(Time/Scope/Cost) Project Triangle, Work Breakdown Structure (WBS), and balancing project constraints in electronically drafting a Project Plan.

- **Perform basic scheduling functions in Project 2013**

Enter task names, durations, and milestones; Create summary tasks and linked dependencies; Switch to manual or automatic task scheduling; Check the plan's duration and finish date; Enter work resource names, capacities, and pay rates; Enter cost resources; Adjust resource calendars; Document tasks and resources with notes; Assign work and cost resources to tasks; Customize and Print Gantt Charts, Timeline Views, and Reports; Save baselines and track scheduled plans; Enter completion percentages/ actual values.