

MICROSOFT OFFICE 2013
(OFI-106)
MARBELLA INSTITUTE OF TECHNOLOGY

Course Utility

Microsoft Office 2013 covers the software tools that increase the performance in common office tasks, such as: creating professional letters, automated balance sheets, professional invoices, modern presentations and outstanding handouts. Make the best use of the Office 2013 software pack, adding value to your products, services and customers.

Course Purpose

Microsoft Office 2013 points out the steps that will increase the overall effectiveness of your business. Confidence is gained thru the practice of sample projects. Special care is taken in identifying which tools lead to the best outcome.

Text Book

A basic introduction to learn Office 2013 quickly, easily, and in full color.

Office 2013 has new features and tools to master, and whether you're upgrading from an earlier version or using the Office applications for the first time, you'll appreciate this simplified approach. Offering a clear, visual style of learning, this book provides you with concise, step-by-step instructions and full-color screen shots that walk you through the applications in the Microsoft.

Shows you how to tackle dozens of Office 2013 tasks.

Shares practical examples and beneficial advice to guide you through each application.

Focuses on visual learners, with step-by-step instructions illustrated with full-color screen shots throughout.

Office 2013 Simplified makes the new Office suite easy to understand, even if you are new to the software.

MICROSOFT OFFICE 2013
(OFI-106)
MARBELLA INSTITUTE OF TECHNOLOGY

COURSE OUTLINE

UNIT 1 **OFFICE**

- DAY 1 Office Basics
- DAY 2 Working with Files
- DAY 3 Office Graphics Tools
- DAY 4 Working with Office Files Online

UNIT 2 **WORD**

- DAY 5 Adding Text
- DAY 6 Formatting Text
- DAY 7 Adding Extra Touches
- DAY 8 Reviewing Documents

UNIT 3 **EXCEL**

- DAY 9 Building Spreadsheets
- DAY 10 Worksheet Basics
- DAY 11 Working with Formulas and Functions
- DAY 12 Working with Charts

UNIT 4 **POWERPOINT**

- DAY 13 Creating a Presentation
- DAY 14 Populating Presentation Slides
- DAY 15 Assembling and Presenting a Slide Show

UNIT 5 **ACCESS**

- DAY 16 Database Basics
- DAY 17 Adding, Finding, and Querying Data

UNIT 6 **OUTLOOK**

- DAY 18 Organizing with Outlook
- DAY 19 E-Mailing with Outlook

MICROSOFT OFFICE 2013
(OFI-106)
MARBELLA INSTITUTE OF TECHNOLOGY

UNIT 7 **PUBLISHER**

- DAY 18 Publisher Basics
- DAY 19 Fine-Tuning a Publication

UNIT 8 **ONENOTE**

- DAY 20 Taking Notes with OneNote
- DAY 21 Organizing and Sharing Notes

