



Demo Microsoft Office 2013 highlights

There is not a massive change from Office 2007/2010 to 2013. The menu structure has remained the same. Nevertheless, there are some great new features, namely in Excel. With the new PowerView and PowerPivot tools you have even more options on hand to analyze your data. Did you know? You can open PDF-files directly in Word. There are many new little helpers which help to make your daily work more efficient.

Course objective: You get an overview of the new features

Prerequisites: Basic knowledge of the Microsoft Office products

Length: 1 hour

Topics:

- Word
 - The new backstage-view
 - Improved reading-view
 - Switch between finger and keyboard-input
 - Position your pictures where you want
 - Opening PDF directly in Word
 - Revisions
- Outlook
 - New direct Email editing features
 - Define your personal order of the folders
 - Weather bar
- Excel
 - Flash fill
 - Office-Apps
 - Recommended charts and Pivot tables
 - PowerView
 - PowerPivot
- PowerPoint
 - Accessing the company templates
 - The new context menus
 - Intelligent guides
 - Improved presenter view