

## Microsoft Office training

Microsoft offers a number of trainings and other support material for its products. Training for the following applications (Office 2013, Office 2010, and Office for Mac 2011) is offered from the Microsoft web site,

<http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

**Excel** - Excel is an electronic spreadsheet program that can be used for storing, organizing and manipulating data. A spreadsheet has a number of built in features and tools, such as functions, formulas, charts, and data analysis tools that make it easier to work with large amounts of data

**PowerPoint** - PowerPoint is used for creating presentations. The pages, or slides, in PowerPoint can contain pictures, large texts, graphs, sounds, and other objects to make the presentation more entertaining and easier to understand. Organization charts can be built in PowerPoint.

**Word** - Microsoft Word, or Word as it is commonly known, is a software application that allows the user to perform word processing. Word can be used to create documents such as letters, invitations, term papers, flyers, resumes, novels.

**Access** - Access is a relational database program. It is used to track, store, and report on large amounts of data.

**OneNote** – OneNote is a note-taking and information-management program which allows the user to capture ideas and information in electronic form, and then format, organize, and share that information. Files and/or Web content can be stored in full-color, searchable format or as icons.

**Project** – Project is a software application that provides project management tools (plan, organize, manage resources) to manage projects in order to complete a specific goal. It allows users to understand and control project schedules and finances, to communicate and present project information, and to organize work and people to make sure that projects are completed on schedule.

**Publisher** - Publisher is a desktop publishing program mainly used to design quality documents such as flyers, business cards, newsletters, calendars, brochures and posters. Publisher's file format is not compatible to other desktop publishing applications such as Corel Draw, Illustrator and Photoshop.

**SharePoint** - SharePoint is a collaboration platform for Web services. It offers a simplified user experience for the sharing of blogs, wikis, surveys, document libraries, and shared task lists. It includes a community forum for users to engage in and categorize discussions, a microblogging capability and enhanced search capabilities, an e-discovery functionality, claims-based authentication, and support for mobile user. The business intelligence tools included in SharePoint enable business users to organize

goals and processes as well as create customizable data models, reports and dashboards.

**Visio** – Visio is a diagramming tool that can create complex diagrams in a user-friendly manner. It can be used to visually communicate both technical and non-technical representations of ideas, processes, concepts, structures, layouts, models, blueprints, etc.

**Lync** – Lync is video conferencing, online meeting, application sharing and collaboration, and instant messaging software product. Its most commonly used application is Skype.

**Outlook** – Outlook is an e-mail client and personal information manager.

**Office 365 for business** – Office 365 is a subscription-based online office and software plus services suite that offers access to various services and software built around the MS Office platform. Its services includes email, social networking and collaboration, and cloud storage.

#### **Available WORD topics:**

What's new in MS Word 2013?

<http://office.microsoft.com/en-us/word-help/what-s-new-in-word-2013-HA102809597.aspx>

MS Word 2013 training courses:

<http://office.microsoft.com/en-us/word-help/training-courses-for-word-2013-HA104030981.aspx>

#### **Beginner:**

Create your first Word 2013 document

Custom Margins in Word 2013

Introduction to Table of Contents

Track changes

Work with Word counts in your documents

#### **Intermediate:**

Create Labels

Footnotes in Word 2013

Make the Switch to Word 2013  
Mirror Margins in Word 2013  
Resumes in Word 2013  
Take Table of Contents to the next Level  
Use Landscape and Portrait orientation  
Working with watermarks

**Advanced:**

Advanced Mail Merge  
Advanced Table of contents  
Collapsible headings  
Mail Merge  
Take mail merge to the next level

**Available Excel topics**

What's new in MS Excel 2013

<http://office.microsoft.com/en-us/excel-help/what-s-new-in-excel-2013-HA102809308.aspx>

What's new in MS Powerpoint 2013

<http://office.microsoft.com/en-us/powerpoint-help/what-s-new-in-powerpoint-2013-HA102809628.aspx>

**MS PowerPoint 2013 training classes:**

**Beginner**

Apply and change a theme  
Create your first PowerPoint presentation  
Print slides, notes, or handouts  
Use Presenter view

**Intermediate**

Backgrounds in PowerPoint  
Make the Switch to PowerPoint 2013

Working with Watermarks

Working with Handout Masters

**Advanced:**

Add a sound effect to a transition

Add bullets to Text

Add headers and footers to a presentation

Add sound effects to an animation

Animate pictures, clip art, text, and other objects

Create a flow chart

Create an org chart

Create a template from a presentation

Design motion paths

Trigger an animation effect

User slide masters to customize a presentation

**MS Access 2013**

<http://support.microsoft.com/ph/915/en-US>

What's new in MS Access 2013

<http://office.microsoft.com/en-us/access-help/what-s-new-in-access-2013-HA102809500.aspx>

MS Project 2013

<http://support.microsoft.com/ph/931/en-US>

Getting Started with MS Project 2010. This is well-written introductory training material on starting a project document. Most of the topics covered apply to MS Project 2013.

<http://office.microsoft.com/en-us/project-help/getting-started-with-project-2010-RZ101831071.aspx>