

Microsoft[®] Office 2013

First Course

Second Course

Third Course

Office 2013
UNIT A

Getting Started with Microsoft Office 2013





Objectives

- Understand the Office 2013 suite
- Start an Office app
- Identify Office 2013 screen elements
- Create and save a file



Objectives

- Open a file and save it with a new name
- View and print your work
- Get Help, close a file, and exit an app



Understand the Office 2013 Suite

- Microsoft Office 2013
 - Group of software programs called apps
- Some tasks you can perform in Office
 - Create documents, such as reports
 - Produce a sales presentation
- Programs have similar look and feel
 - Skills transfer between programs



Understand the Office 2013 Suite

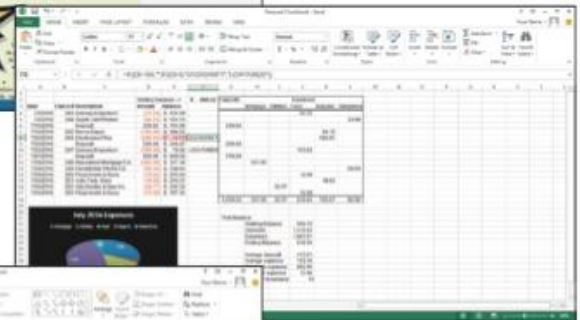
- Programs in this suite:
 - Microsoft Office Word 2013
 - Microsoft Office Excel 2013
 - Microsoft Office PowerPoint 2013
 - Microsoft Office Access 2013
- Benefits at the level of the suite:
 - Common user interface
 - Collaboration

Understand the Office 2013 Suite

Microsoft Office 2013 documents



Newsletter created in Word



Checkbook register created in Excel



Tourism presentation created in PowerPoint



Store inventory form created in Access



Understand the Office 2013 Suite

- Office 365
 - Subscription service
 - Households can install Office on up to 5 devices
 - Extra services for working in the cloud

Checkbook register created in Excel

Start an Office App

- **Launch** (open) an app



Starting an app using Windows 7

Start an Office App

- Use shortcut keys to move between Office programs ([Alt][Tab] shortcut)

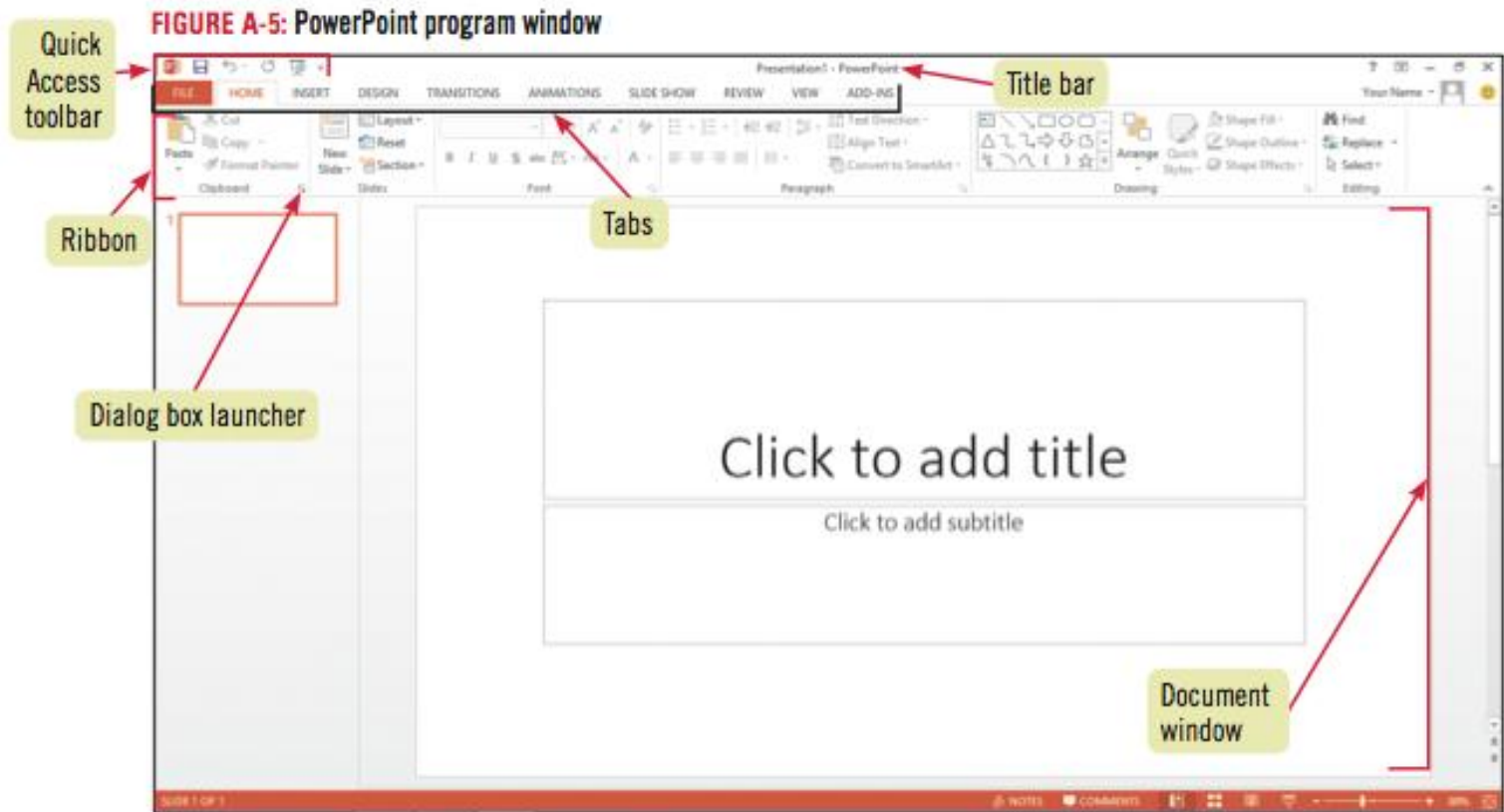


Word start screen

Identify Office 2013 Screen Elements

- User interface
 - Tool used to interact with a program
- Office 2013 user interface features
 - Choose commands
 - Work with files
 - Navigate in the program window
- Benefit of using a common interface
 - Skills using one program apply to many

Identify Office 2013 Screen Elements





Create and Save a File

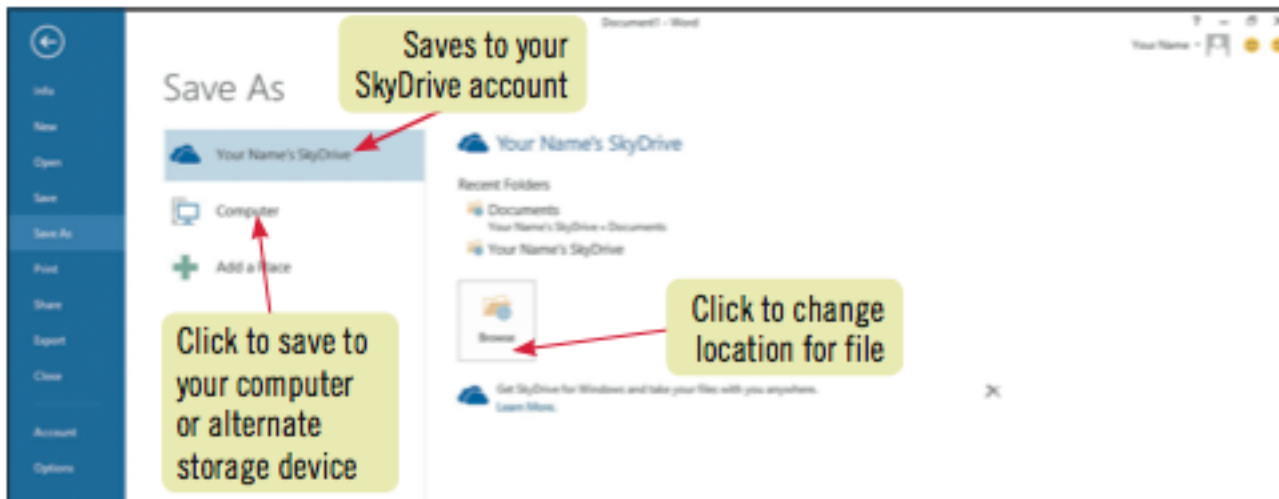
- **File:** stored collection of data
- How to automatically create a file
 - Launch Word, Excel, or PowerPoint
- You effortlessly create files in Access
- Use meaningful file names
- SkyDrive is the Microsoft cloud storage system

Create and Save a File

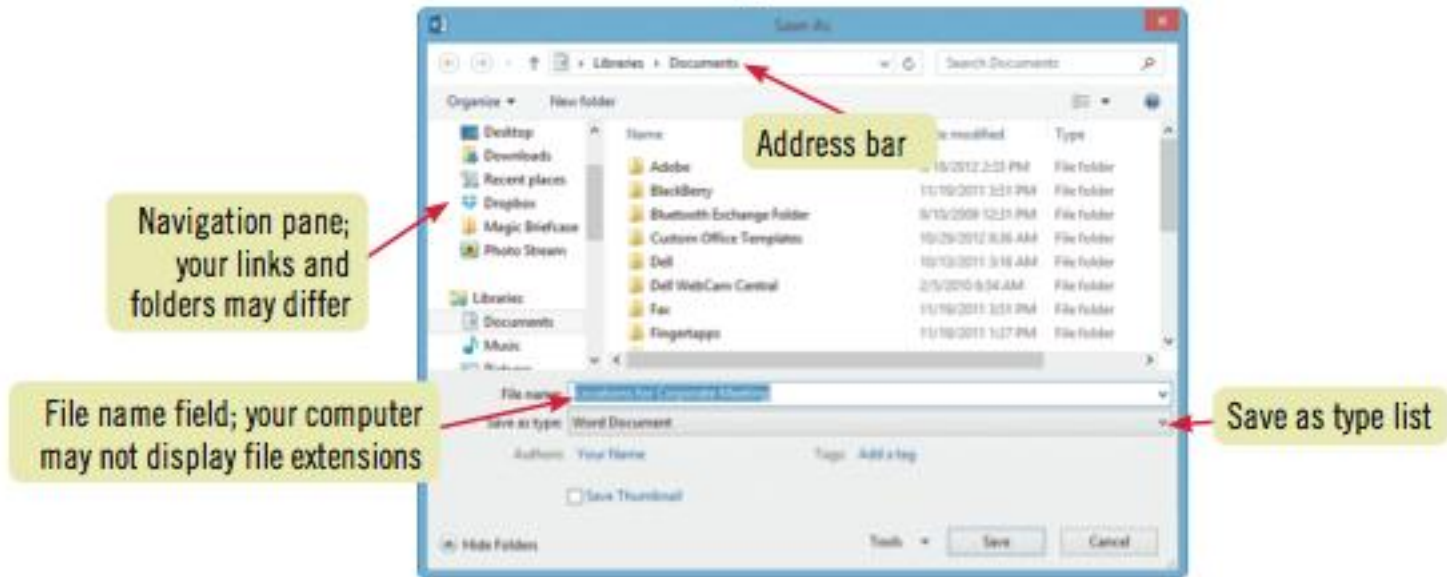
- Identifying Office files by program
 - Common names, such as document
 - Individual name, such as location.docx

file created in	is called a	and has the default extension
Word	document	.docx
Excel	workbook	.xlsx
PowerPoint	presentation	.pptx
Access	database	.accdb

Create and Save a File



Creating and Saving a File

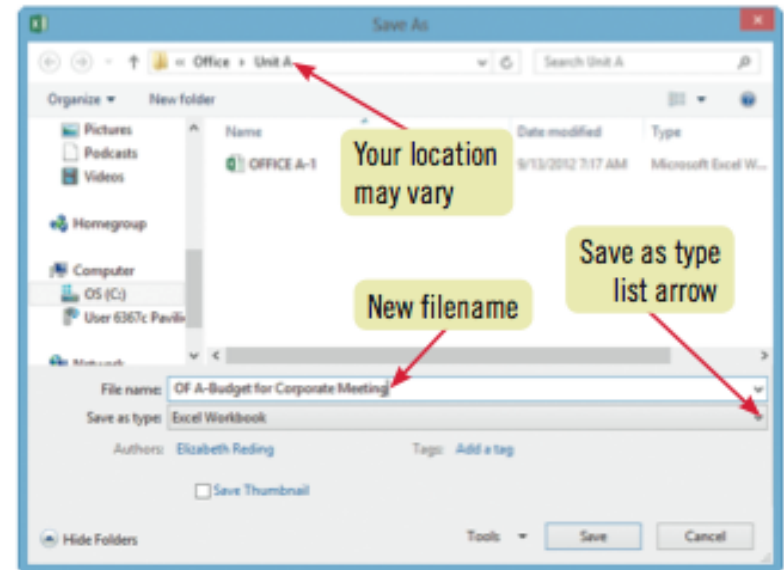
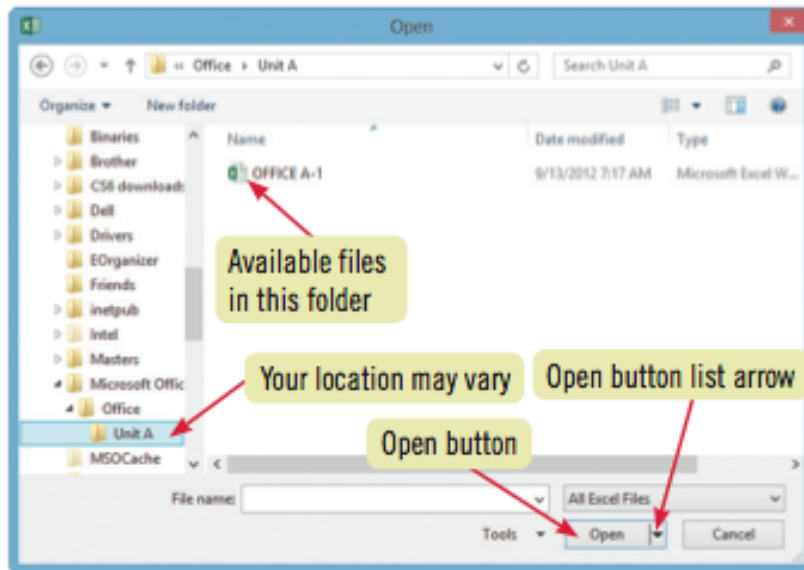


Open a File and Save it with a New Name

- You may need to reuse existing files
 - Example: using old budget as template for new
- Open dialog box: opens files
- Save As dialog box
 - Save existing file with new name
 - File may be stored in various locations
 - Original file remains intact

Opening a File and Saving it with a New Name

- Open and Save as dialog boxes

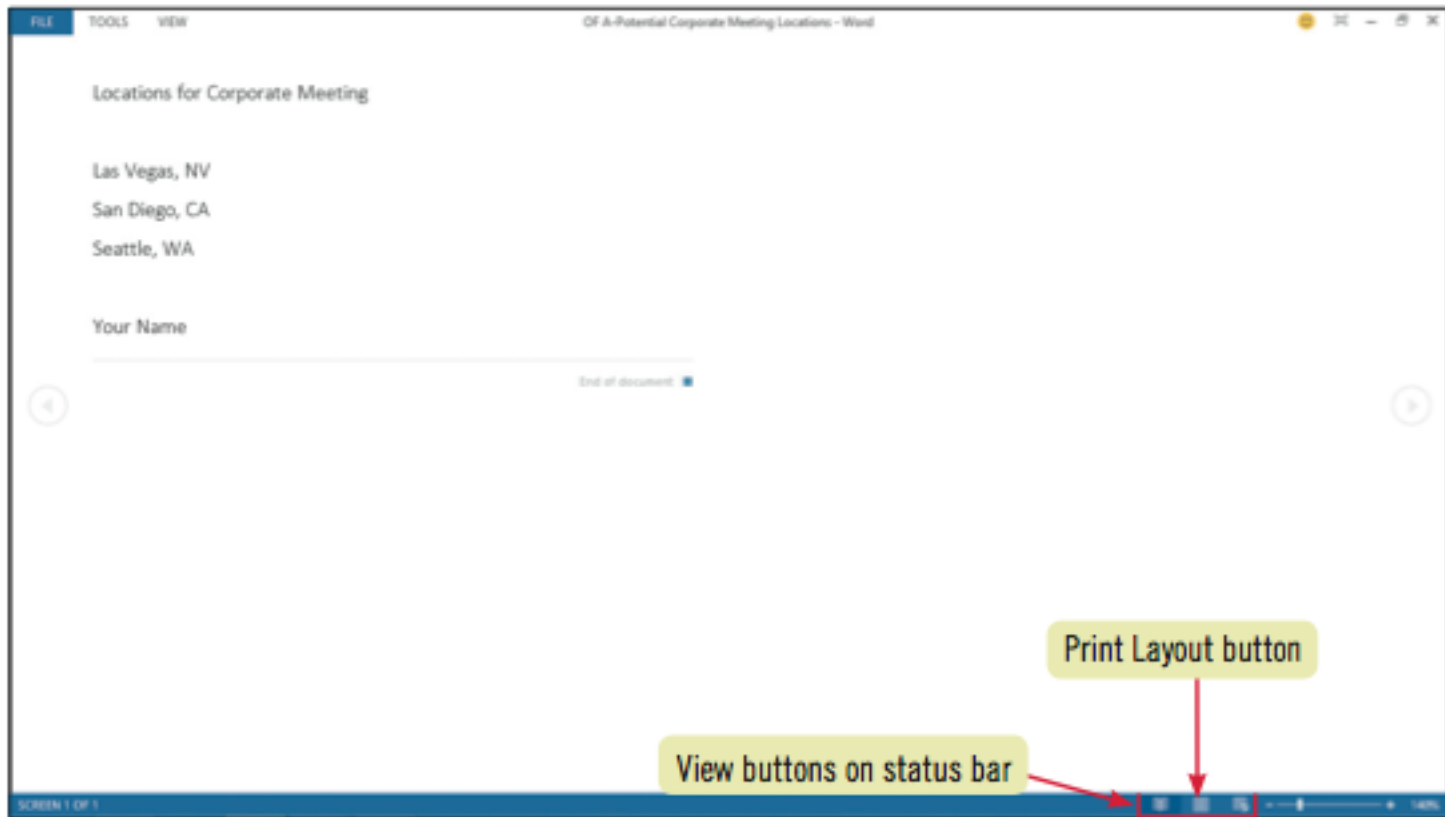




View and Print Your Work

- Microsoft Office programs let you switch among various views of the document window
- Preview a document to see what the printed version will look like
- Customize print job

Viewing and Printing Your Work



Get Help, Close a File, and Exit an App

- To get comprehensive help:
 - Press [F1] in an Office program
- To get condensed help:
 - Point to icon in program window
 - View ScreenTip that pops up
- Closing a file
 - Leaves program running
- Exiting a program
 - Closes all open files and terminates program

Get Help, Close a File, and Exit an App



Word Help window



Summary

- Microsoft Office 2013
 - Program suite
 - Similar interface between programs
- Word: creates text documents
- Excel: creates worksheets
- PowerPoint: creates presentations
- Access: creates databases