**New Horizons®**
Computer Learning Centers

## Word 2013 - Part 1

Days of Training: **1**

### Overview
In this course, you'll learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

### Prerequisites
Using Microsoft Windows 8

**Lesson 1: Getting Started with Word**
Identify the Components of the Word Interface
Create a Word Document
Help

**Lesson 2: Editing a Document**
Navigate and Select Text
Modify Text
Find and Replace Text

**Lesson 3: Formatting Text and Paragraphs**
Apply Character Formatting
Align Text Using Tabs
Display Text as List Items
Control Paragraph Layout
Apply Borders and Shading
Apply Styles
Manage Formatting

**Lesson 4: Adding Tables**
Insert a Table
Modify a Table
Format a Table
Convert Text to a Table

**Lesson 5: Managing Lists**
Sort a List
Renumber a List
Customize a List

**Lesson 6: Inserting Graphic Objects**
Insert Symbols and Special Characters
Add Images to a Document

**Lesson 7: Controlling Page Appearance**
Apply a Page Border and Color
Add a Watermark
Add Headers and Footers
Control Page Layout

**Lesson 8: Proofing a Document**
Check Spelling and Grammar
Other Proofing Tools

**Lesson 9: Customizing the Word Environment**
Customize the Word Interface
Additional Save Options

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## Excel 2013 - Part 1

Days of Training: **1**

### Overview

In this course, students will use Microsoft® Office Excel® 2013 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

### Prerequisites

Using Microsoft Windows 8

### Next Steps

Excel 2013 - Part 2

NH91014S-ILT

### Lesson 1: Getting Started with Microsoft Office Excel 2013

Navigate the Excel User Interface
Use Excel Commands
Create and Save a Basic Workbook
Enter Cell Data
Use Excel Help

### Lesson 2: Performing Calculations

Create Worksheet Formulas
Insert Functions
Reuse Formulas

### Lesson 3: Modifying a Worksheet

Insert, Delete, and Adjust Cells, Columns, and Rows
Search for and Replace Data
Use Proofing and Research Tools

### Lesson 4: Formatting a Worksheet

Modify Fonts
Add Borders and Colors to Worksheets
Apply Number Formats
Align Cell Contents
Apply Styles and Themes
Apply Basic Conditional Formatting
Create and Use Templates

### Lesson 5: Printing Workbooks

Preview and Print a Workbook
Define the Page Layout

### Lesson 6: Managing Workbooks

Manage Worksheets
Manage Workbook and Worksheet Views
Manage Workbook Properties

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## Outlook 2013 - Part 1

Days of Training: **1**

### Overview

Students will learn the basic skills needed to start using Outlook 2013 to manage email communications, calendar events, contact information, tasks, and notes.

**Lesson 1: Getting Started With Outlook 2013**
- Navigate the Outlook Interface
- Perform Basic Email Functions
- Use Outlook Help

**Lesson 2: Composing Messages**
- Create an Email Message
- Check Spelling and Grammar
- Format Message Content
- Attach Files and Items
- Enhance an Email Message
- Manage Automatic Message Content

**Lesson 3: Reading and Responding to Messages**
- Customize Reading Options
- Work with Attachments
- Manage Your Message Responses

**Lesson 4: Managing Your Messages**
- Manage Messages Using Tags, Flags, and Commands
- Organize Messages Using Folders

**Lesson 5: Managing Your Calendar**
- View the Calendar
- Manage Appointments
- Manage Meetings
- Print Your Calendar

**Lesson 6: Managing Your Contacts**
- Create and Update Contacts
- View and Organize Contacts

**Lesson 7: Working With Tasks and Notes**
- Manage Tasks
- Manage Notes

**Lesson 8: Customizing the Outlook Environment**
- Customize the Outlook Interface
- Create and Manage Quick Steps