

Microsoft Word 2013

Lesson 1: Introduction to Microsoft Word 2013

Lesson 2: Working with Documents and the Keyboard

Lesson 3: Navigating Through a Word Document

Lesson 4: Basic Text Editing

Lesson 5: Text Formatting

Lesson 6: Paragraph Formatting

Lesson 7: More Ways to Format Text and Paragraphs

Lesson 8: Style Formatting

Lesson 9: Page Formatting

Lesson 10: Templates

Lesson 11: Working With Graphics and Pictures

Lesson 12: Tables

Lesson 13: Desktop Publishing

Lesson 14: Long Documents

Lesson 15: Technical Documents

Lesson 16: Mail Merge

Lesson 17: Proofing, Printing, and Publishing

Lesson 18: Comparing, Merging, and Protecting Documents

Lesson 19: Customizing and Expanding Word

Microsoft Excel 2013

Lesson 1: Introduction to MS Excel 2013

Lesson 2: Navigating Excel 2013

Lesson 3: Worksheets and Workbooks

Lesson 4: Entering Information into MS Excel 2013

Lesson 5: Introduction to Working with Cells, Rows, and Columns

Lesson 6: Formatting Data and Cells

Lesson 7: Formatting Rows and Columns

Lesson 8: Editing Cells, Rows, Columns, and Worksheets

Lesson 9: Introduction to Formulas and Calculations

Lesson 10: Working with Formulas and Functions

Lesson 11: Maintaining Worksheets

Lesson 12: The What-If Analysis

Lesson 13: Adding Images and Graphics

Lesson 14: Charts and Diagrams

Lesson 15: Creating Data Lists

Lesson 16: Managing Data

Lesson 17: Pivot Tables and Charts

Lesson 18: Printing Worksheets and Workbooks

Lesson 19: Templates

Lesson 20: Protecting, Saving, and Sharing Workbooks

Microsoft PowerPoint 2013

Lesson 1: Introduction to Microsoft Word 2013

Lesson 2: The Basics of Creating Presentations

Lesson 3: Applying Themes and Layouts to Slides

Lesson 4: Working with Objects

Lesson 5: Entering, Editing, and Formatting Text

Lesson 6: Working in Outline View

Lesson 7: Proofing Presentations

Lesson 8: Notes

Lesson 9: Inserting Pictures, Graphics, Shapes, and Other Things

Lesson 10: Inserting Tables into Presentations

Lesson 11: Charts and SmartArt

Lesson 12: Adding Sound and Video

Lesson 13: Adding Transitions and Animation

Lesson 14: Master Slides

Lesson 15: Printing and Running Slide Shows

Lesson 16: Saving, Sharing, and Exporting Presentations