

Microsoft Office 2013:

Sneak Preview



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Today's Agenda



- System Requirements
- Office 2013 Demonstration
- Considerations for planning your courses



System Requirements



- Windows 7 or 8
- 1024 x 576 screen resolution
- 3 GB free disk space
- 1 GHz CPU
- 1 GB RAM (32-bit) or 2 GB RAM (64-bit)



Feature Summary



- **Heading Collapsing**
- **Read Mode**
- **Object Zoom**
- **Simple Markup View**
- **Alignment Guides**
- **Resume Reading Bookmark**
- **PDF Editing**



Feature Summary



- **Flash Fill**
- **Quick Analysis**
- **Recommended Charts**
- **Chart Formatting**
- **Multiple Windows**



Feature Summary



- **Widescreen Layouts and Themes**
- **New Themes**
- **Theme Variations**
- **Eyedropper Tool**
- **Comments Pane**
- **Spacing Shapes**
- **Merging Shapes**
- **Slide Zoom**
- **Presenter View**



Feature Summary



- **SharePoint/Office 365 Apps**



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Feature Summary



- **Start Screen**
- **Cleaner Ribbon**
- **Touch Mode**
- **Backstage View**



Teaching Office 13: Challenges



Potential difficulties for students

- Windows 8
- Start screen



Teaching Office 2013: Class/Lab Ideas

- Cloud computing
- Windows LIVE ID
- SkyDrive



SkyDrive

Teaching Office 2013: Lab Requirements

- Windows 7/8
- Internet access
- Partnering with IT team



Summary – Successful Office 2013 Courses

- Many Office features unchanged
- New suite and application features and cloud computing offer new course exercises
- Internet access in lab will help in teaching cloud computing features



For general inquiries on labyrinth solutions, contact Labyrinth Learning at lablearning.com/Contact-Us/

Microsoft Office 2013. From Labyrinth Learning.

- Solutions underway
- Preview package available November 14
- Register at www.lablearning.com/Office2013



Questions? Post them on our wall on Facebook.



Thank You!

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Labyrinth Learning, contact us at
lablearning.com or by calling 800-522-9746



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