Word Basics

I can effectively use the basic features of Microsoft Word 2013, including:

* Using and customizing the Ribbon
* Using the Quick Access Toolbar and Backstage View
* Creating, opening, and saving a document
* Working with and modifying text, including: inserting, deleting, selecting, copy and paste, cut and paste, drag and drop, and find and replace
* Formatting text, including: font size, font, font color, highlighting text, bold, italics, underline, text case, and alignment
* Understanding the various ways to save Word documents including Save, Save As, Auto Recover, and PDF
* Modifying the page layout, including: orientation, size, margins, and setup
* Using the Spelling and Grammar Check features
* Previewing and printing the document using Print Preview, Quick Print, and Print

Working with Text and Objects

I can effectively use the common tasks of Microsoft Word 2013, including:

* Formatting indents and tabs
* Formatting line spacing and paragraph spacing
* Creating and modifying bulleted, numbered, and multileveled lists
* Inserting and deleting page, section, and column breaks
* Inserting and removing hyperlinks
* Formatting a shape, text box, WordArt, and Clip Art, including:
  + - Inserting
    - Resizing
    - Changing the order
    - Changing to a different style
    - Changing the fill color
    - Changing the outline
    - Changing effects

Doing More With Word

I can effectively use advanced features of Microsoft Word 2013, including:

* Formatting, modifying, and creating Styles and Themes
* Formatting Headers and Footers, including: inserting date, time, and page numbers
* Tracking Changes
* Adding, deleting, showing, and hiding comments
* Checking spelling
* Protecting the workbook
* Comparing two documents
* Inserting and modifying tables, including: converting text to a table, adding a row or column, applying a table style, and adding borders to a table
* Inserting and modifying SmartArt graphics
* Using templates
* Using Mail Merge

Excel Basics

I can effectively use the basic features of Microsoft Excel 2013, including:

* Using and customizing the Ribbon
* Using the Quick Access Toolbar and Backstage View
* Creating, opening, and saving workbooks
* Inserting, deleting, and modifying cell contents
* Using copy and paste, drag and drop, and fill handle commands
* Modifying columns, rows, and cells using insert, delete, wrap, and merge
* Formatting cells including font changes, borders, alignment, and number and date formatting
* Understanding the various ways to save Excel documents including Save, Save As, Auto Recover, and PDF
* Creating simple formulas using cell references and point and click
* Editing formulas
* Renaming, inserting, deleting, and copying worksheets
* Color coding worksheet tabs
* Grouping and ungrouping
* Freezing worksheet panes
* Viewing and modifying the layout of the worksheet for printing

Common Tasks in Excel

I can effectively use the common tasks of Microsoft Excel 2013, including:

* Creating complex formulas using Order of Operations
* Working with Absolute and Relative Cell References
* Working with basic functions, including:
  + - AutoSum
    - Maximum
    - Minimum
    - Product
    - Average
    - Subtotal
    - Sum
* Sorting data using alphabetic, numeric, and date order in multiple levels
* Sorting by color, font color, and cell icon
* Outlining data using subtotals
* Showing, hiding, or removing data by group or level
* Creating and controlling your own groups
* Filtering data using text, date, and number filters
* Formatting and modifying tables
* Applying table styles

Doing More With Excel

I can effectively use advanced features of Microsoft Excel 2013, including:

* Tracking Changes
* Adding, deleting, showing, and hiding comments
* Checking spelling
* Protecting the workbook
* Using templates
* Identifying the parts of a chart
* Creating and modifying a chart
* Creating and modifying Sparklines
* Understanding and using Conditional Formatting
* Understanding the effectiveness of a pivot table
* Creating pivot tables
* Creating and using report filters
* Adding and using slicers
* Using the Payment function
* Using Goal Seek
* Understanding the What-If function
* Creating and using the What-If function

Access Basics

I can effectively use the basic features of Microsoft Access 2013, including:

* Understanding a database and why it is useful
* Understanding the Access objects, including: tables, forms, queries and reports
* Navigating Access
* Using and customizing the Ribbon
* Using the Quick Access Toolbar and Backstage View
* Opening and closing a database

Access Working With Data

I can effectively work with data in Microsoft Access 2013, including:

* Understanding the basics of a table
* Adding records and entering data
* Editing records
* Modifying table appearance
* Understanding the usefulness of forms
* Working with forms and form features
* Sorting and filtering records

Access Running Queries and Reports

I can effectively use Queries and Reports of Microsoft Access 2013, including:

* Query design view
* One table queries
* Multi-table queries
* Joining tables by creating relationships
* Modifying and sorting queries
* Hiding fields within queries
* More query options
* Creating, printing, and saving reports
* Report Wizard
* Formatting and enhancing reports

Access Database Design Tips

I can effectively design databases using advanced features of Microsoft Access 2013, including:

* Modifying tables
* Advanced field an table options
* Creating forms
* Designing and customizing forms
* Formatting forms and modifying form layout
* Creating a database

PowerPoint Basics

I can effectively use the basic features of Microsoft PowerPoint 2013, including:

* Creating and navigating PowerPoint
* Using and customizing the Ribbon
* Using the Quick Access Toolbar and Backstage View
* Creating, opening, and saving a PowerPoint
* Working with and modifying slides, including:
  + - Slide layout
    - Placeholder
    - Text box
    - Inserting new slide
    - Coping and pasting, duplicating, deleting, and moving a slide
* Understanding the different slide show views, including: Outline and Notes
* Working with and modifying text, including: inserting, deleting, selecting, copy and paste, cut and paste, drag and drop, and find and replace
* Formatting text and text boxes, including: font size, font, font color, bold, italics, underline, and text direction
* Applying themes, including: theme elements and slide layouts
* Inserting images from a file, Clip Art, screen shots, screen clipping, including: resizing and moving
* Applying and modifying Transitions and Animations
* Presenting a slide show and understanding presentation tools and features
* Understanding the various ways to save a PowerPoint including Save, Save As, Auto Recover, and PDF