



Microsoft® Office KnowledgeCenter™

Skillsoft's Office 2013 resources all in one portal

The Office 2013 KnowledgeCenter incorporates all of Skillsoft's Office 2013 resources into a comprehensive portal. Targeted videos, books and courses, as well as formal learning paths, carefully selected tools and mentoring services connect learners to live experts.

Skillsoft's multi-modal Office 2013 resources are organized in a single, easy-to-use portal, helping users to become more proficient. The KnowledgeCenter provides resources for all levels of Office 2013 users ranging from beginner to intermediate— to advanced.

The Office 2013 KnowledgeCenter covers all products in the Office 2013 product line including:

- Word
- Excel
- PowerPoint
- Outlook
- SharePoint
- Access
- Project



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Welcome to Skillsoft Office

SEARCH & LEARN

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Selected Videos

Microsoft Office 2013 Overview: Overview Skillsoft Ireland Limited

Featured Topic

Excel Charting Options

Industry Articles and Links

10 Cool New Charting Features in Excel 2013

10 Awesome New Features in Excel 2013

Inserting Charts in Excel 2013

Excel 2013 Charting Notes

Video Spotlight

Use this Skillsoft video to get up to speed quickly on using charts in Excel 2013.

Microsoft Office 2013: Beginning Word

Microsoft Office 2013: Beginning Excel

Microsoft Office 2013: Beginning PowerPoint

Learn all about the tools necessary to manage

If you're new to Office 2013 or Office 365, start here

If you're already working with Office 2013 or Office 365, start here

If you want to obtain a Microsoft Office Specialist (MOS) core certification on Office 2013, start here

If you haven't used Office 2012 before, learn how to create, edit, print, and format text documents in Word 2013.

Microsoft Office 2013: Beginning Word

Learn how to use Excel 2013 spreadsheets to display data and perform data calculations.

Microsoft Office 2013: Beginning Excel

Learn how to create professional-looking slide show presentations in PowerPoint 2013.

Microsoft Office 2013: Beginning PowerPoint

Learn how to apply themes, customize tables, work with graphics, and use document review features in Word 2013.

Microsoft Office 2013: Advanced Word

Find out how to enhance spreadsheets with graphic objects, sort and filter data, use data validation, customize Excel options and work with macros in Excel 2013.

Microsoft Office 2013: Advanced Excel

Learn how to use advanced slide show tools and distribute presentations in PowerPoint.

Microsoft Office 2013: Advanced PowerPoint

MOS: Microsoft Office Word 2012 Exam 77-418

MOS: Microsoft Office Excel 2013 Exam 77-420

MOS: Microsoft Office PowerPoint 2013 Exam 77-422

MOS: Microsoft Office Outlook 2013 Exam 77-423

MOS: Microsoft Office SharePoint 2012

One location for all of Skillsoft's Office 2013 resources.

The KnowledgeCenter also presents featured topics that are updated monthly by Skillssoft Office 2013 experts, Skillssoft resources related to the topics, formal learning roadmaps, as well as links to related industry articles.

Highlights from the Office 2013 KnowledgeCenter

Practice Labs

The labs enable employees to practice and assess their current skill levels and maintain ongoing expertise. Comprising challenging and engaging simulations and exercises, they help accelerate the learning process and increase job performance.

Roadmaps

Whether employees are new to Microsoft Office 2013, want to enhance their existing skills, or plan to get certified, there's a structured learning roadmap in the KnowledgeCenter to meet their needs.

Connect with the Experts

Need expert advice or exam tips? Employees can email or chat directly with professionals in our expert center.

Search and Learn

Skillssoft's patented search allows employees to find exactly the information they need, when they need it.

Monthly Challenges

Each month Skillssoft's experts prepare a challenge for employees—a series of questions related to the month's featured topic along with a link to view the solutions.



For more information or to learn more, call 866-757-3177 or visit www.skillssoft.com



Features

One location for all of Skillssoft's Office 2013 resources including videos, courses, books, virtual practice labs and mentors

Resources for beginner, intermediate and advanced users

Multiple learning modalities

New resources added as they become available

Targeted content and learning roadmaps

Featured topics and links to external resources

Customization options to match unique business needs

Benefits

Increases Office 2013 proficiency for all skill levels

Improves efficiency for users by bundling resources in one place

Supports informal learning and/or a formal roadmap

