### MS Word 2013
**Beginning MS Word 2013**
- Performing Basic Tasks
- Editing and Formatting
- Using Tables
- Structuring a Document
- Adding Lists and Objects

**Advanced MS Word 2013**
- Advanced Formatting
- Customizing Document Layout
- Advanced Table Customization
- Inserting and Formatting Graphics
- Navigating and Reviewing Documents
- Reference Tools and Mail Merge
- Adjusting Document Views and Customizing the Appearance of Word 2013
- Sharing and Collaboration

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### MS Excel 2013
**Beginning MS Excel 2013**
- Creating Workbooks, Worksheets, and Data
- Saving and Printing Data
- Formatting Cells and Worksheets
- Formatting Data
- Presenting Data using Conditional Formatting and Sparklines
- Performing Calculations Using Functions
- Presenting Data in Tables and Charts

**Advanced MS Excel 2013**
- Creating and Customizing Visual Elements
- Customizing Options and Views
- Manipulating Data
- Data Search, Data Validation, and Macros

**Power User Excel 2013**
- Sharing and Linking Data, and Adding Office Apps to Excel 2013
- Reviewing and Protecting Content
- Advanced Formats and Layouts
- Advanced Formulas and Functions
- Using Financial Functions and What-if Analysis
- Using Pivot Tables, Pivot Charts, and Advanced Charts

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### MS Outlook 2013
**Beginning MS Outlook 2013**
- Working with E-mail
- Managing E-mail
- Working with Contacts
- Scheduling with Appointments, Events, and Tasks
- Working with Meetings

**Advanced MS Outlook 2013**
- Formatting E-mail and Configuring Message Options
- Management and Customization
- Mail Automation, Cleanup, and Storage
- Collaboration and Customization with the Calendar, Contacts, and Tasks

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### MS PowerPoint 2013
**Beginning MS PowerPoint 2013**
- Creating Presentations
- Enhancing PowerPoint 2013 Presentations
- Animations and Media
- Finalizing a PowerPoint 2013 Presentation

**Advanced MS PowerPoint 2013**
- Advanced Slide Shows
- Sharing, Printing, Protecting, and Delivering Presentations

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### MS Access 2013
**Beginning MS Access 2013**
- Creating and Modifying Forms
- Creating and Modifying Reports
- Creating and Populating a Database
- Modifying Tables
- Creating and Modifying Queries

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If the links in this file don't work for you, go to my.JohnsHopkins.edu, log in, and then try again. You should only need to do this once. If you need other technical assistance, please refer to the Troubleshooting Guide.