



Microsoft Word Intermediate One day - Instructor-led

Introduction

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the second in a series of three Microsoft® Office Word 2013 courses. It will provide you with the basic concepts required to create business documents

Course Objective: You will create templates, tables, graphics, text, envelopes and labels, web page creation and printing using Microsoft® Office Word 2013.

Prerequisites

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. One of the following courses or equivalent knowledge is required:

- Word 2003 Introduction
- Word XP Introduction
- Word 2007 Introduction
- Word 2010 Introduction
- Word 2013 Introduction

Course Outline

WORD 2013 FEATURES

- Using Backstage View
- Using Compatibility Checker
- Using Inspect Document
- Customising Ribbon
- Creating Tabs and groups

TEXT EDITING

- Inserting special characters and symbols
- AutoCorrect options
- AutoFormat as you type
- Autotext options
- Text wrapping options
- Text orientation formatting options
- WordArt

PARAGRAPH EDITING

- Paragraph shading options
- Paragraph border options
- Widow paragraphs and orphan paragraphs

STYLES

- Applying styles
- Modifying styles

TEMPLATES

- Creating a new template
- Creating a new document based on a template
- Amending a template
- Using built in templates
- Customising Normal.dotm
- Recreating a default Normal.dotm file

SECTION BREAKS

- Creating sections within a document
- Viewing and deleting section breaks within a document

COLUMNS

- Creating multiple column layouts
- Additional column formatting options, width and spacing
- Applying and deleting column breaks

TABLES

- Creating a table
- Sorting data within a table
- Formulas and tables
- Merging and splitting cells within a table
- Merging cells
- Splitting cells
- Using other Table Tools Options

GRAPHICS

- Inserting Shapes
- Reordering graphics
- Placing a graphic in front or behind text
- Modifying image colours and borders
- Grouping or ungrouping shapes
- Using SmartArt
- Inserting a watermark

TEXT BOXES

- Inserting a Text Box
- Resizing, moving and deleting a Text Box
- Inserting text or a graphic into a Text Box
- Formatting Text Boxes
- Linking Text Boxes

MAIL MERGE

- Starting the Mail Merge Wizard
- Using the Mail Merge Wizard
- Creating a mailing list to be used within a mail merge
- Merging a mailing list to produce labels

Please contact us for any further information <mailto:info@inspiringways.com>