Microsoft Word 2013
Intermediate Course
1 Day

OVERVIEW

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word.

WHO SHOULD ATTEND

This course is designed for students who are able to create and modify standard business documents in Microsoft Word, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist students preparing for the Microsoft Office Specialist exams for Microsoft Word.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. It is also advisable that Students have either attended the Word 2010 Introduction Course or have worked with Word for a period of time.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

RECAP		TABS	
•	Basic Formatting Options	•	Creating Left, Right, Centre, Decimal Tabs
•	Bullet Points and Numbering	•	Editing / Deleting Tabs
PAGE LAYOUT		**GRAPHICS**	
•	Margins	•	Working with Pictures
•	Headers and Footers	•	Working with SmartArt
•	Page Numbering	•	Formatting Imaging's
•	Page Breaks / Section Breaks	•	Resizing / Cropping Images
•	Multiple Headers and Footers	•	Working with Charts
STYLES		•	Working with Screenshots
•	Using Pre-Set Up Styles	**TEMPLATES**	
•	Modifying Styles	•	Using Pre-set Up Templates
•	Assigning Shortcut Keys	•	Downloading Templates from Office.com
•	Table of Contents	•	Creating Your Own Templates
TABLES		•	Modifying Templates
•	Merging / Splitting Cells	**QUICK PARTS**	
•	Headings	•	Inserting Building Blocks
•	Basic Calculations	•	Creating Building Blocks
THEMES SETS			
•	Working with Themes		

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