

Word 2013 - Part 1

Length Days: 1 | Length Hours: 8

TARGET AUDIENCE

This course is intended for students who want to learn basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

COURSE OUTLINE

1 - GETTING STARTED WITH WORD

- Identify the Components of the Word Interface
- Create a Word Document
- Help

2 - EDITING A DOCUMENT

- Navigate and Select Text
- Modify Text
- Find and Replace Text

3 - FORMATTING TEXT AND PARAGRAPHS

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

4 - ADDING TABLES

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

5 - MANAGING LISTS

- Sort a List
- Renumber a List
- Customize a List

6 - INSERTING GRAPHIC OBJECTS

- Insert Symbols and Special Characters
- Add Images to a Document

7 - CONTROLLING PAGE APPEARANCE

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

8 - PROOFING A DOCUMENT

- Check Spelling and Grammar
- Other Proofing Tools

9 - CUSTOMIZING THE WORD ENVIRONMENT

- Customize the Word Interface
- Additional Save Options