



Microsoft Office Word 2013 Courses 24 Hours

COURSE OUTLINES

FOUNDATION LEVEL COURSE OUTLINE

The Microsoft Word 2013 Screen
Starting Microsoft Word 2013
The Microsoft Word 2013 Opening Screen
To Create a New Blank Document
The Levels of Command Organisation
The File Tab
Ribbon Tabs
Groups
Dialog Box Launcher

Starting to Use Microsoft Word 2013
Using the Default Microsoft Word Document
Saving Microsoft Word Documents
Opening and Closing Documents
Save As
Creating a New, Blank Document Using a Keyboard Shortcut
Using Help within Microsoft Word
Alt Key Help
Closing Microsoft Word

Using Templates to Create Documents
Creating New Documents Using Different Templates
Using Online Templates

Manipulating Text
Select, Then Format
Selecting Text
Inserting, Deleting, Undo and Redo
Insert and Overtyping Mode
Copying Text within a Document
Moving (Cutting) Text within a Document

Pinning Files and Folders and Opening Documents
Pinning
Recently Open Documents



Viewing a Document Where You Left Off

Microsoft Word 2013 Text Formatting

What Is Text Formatting?

Font Type

Font Size

Decrease and Increase Font Size Icons

Font Size Keyboard Shortcut

Bold, Italic and Underline

Subscript and Superscript

Case Changing

Highlighting

Font Colour

Copying Text Formatting

Removing Formatting

Using Zoom

Inserting Special Characters and Symbols

Microsoft Word 2013 Paragraph Formatting

Paragraph Marks

Soft Paragraph (Line Break) Marks

Recommended Techniques for Aligning and Indenting Text

Aligning Text

Indenting Paragraphs

Applying Single or Double Line Spacing within Paragraphs

Applying Spacing Above or Below Paragraphs

Using Paragraph Spacing Rather Than Using the Return Key

Applying Bullets to a List

Applying Numbering a List

Modifying Bullet and Numbering Formatting

Removing Bullet or Numbering Formatting

Borders and Shading within Microsoft Word

Using Borders and Shading

Adding a Border

Modifying Borders

Adding Shading

Modifying Your Shading

Applying Borders to Selected Text

Tabs

Tab Stops

Displaying the Ruler



Setting and Removing Tabs Using the Ruler
Viewing Tab Marks Using the Show/Hide Icon

Microsoft Word 2013 Styles
What Are Styles?
Applying Styles

Using Word 2013 Design Themes
Applying a Theme Colour
Applying a Customised Font

Microsoft Word 2013 Page Formatting
What Is Page Formatting?
Page Orientation and Paper Size
Changing the Page Size
Page Margins
Inserting Page Breaks
Deleting Page Breaks
Use Page Breaks Rather Than Repeatedly Pressing the Return Key
Headers and Footers
Easy Header and Footer Creation
Page Numbering
Header and Footer Fields
Editing Text within a Header or Footer
Cover Pages
Applying Automatic Hyphenation

Word 2013 Views and Document Navigation
Switching between Word Views
Using the Zoom Tool
Navigating Through Documents

Tables
Using Tables
Inserting a Table
Navigating within a Table
Selecting and Editing Text within a Table
Selecting Cells, Rows, Columns or the Entire Table
Inserting and Deleting Rows and Columns
Modifying Column Width or Row Height
Modifying the Table Width
Modifying Table Styles
Using Illustrations within Microsoft Word



Types of Illustrations That You Can Insert within Word 2013

Inserting Pictures

Inserting Online Pictures

Inserting Shapes

Inserting SmartArt

Inserting a Chart

Modifying the Chart Type

Modifying the Chart Style

Modifying the Chart Data

Inserting a Screenshot

Selecting, Resizing and Deleting Illustrations

Copying or Moving Graphics

Finding and Replacing Text within a Microsoft 2013 Document

Using Find and Replace

Finding Text

Replacing Text

Using Multiple Open Documents

Multitasking With Word 2013

Switching between Open Documents

Tiling or Cascading Documents on Your Screen

Comparing Documents Side By Side

Copying or Moving Selected Items between Documents

Microsoft Word 2013 Mail Merge

What Is Mail Merging?

Starting the Mail Merge Wizard

Creating a Mailing List to Be Used within a Mail Merge

Merging a Mailing List to Produce Labels

INTERMEDIATE LEVEL COURSE OUTLINE

Customising Word 2013

Customising Microsoft Word

Setting the User Name

Setting the Default Opening and Saving Folder

Proofing and Printing within Word 2013

The Importance of Proofing

Spell Checking a Document

Adding Words to the Built-In Custom Dictionary

Removing a Word from the Spell Checking Dictionary

Printing Options



Selecting a Printer
Selecting What to Print
Setting the Number of Copies to Print
Setting the Pages per Sheet
Previewing and Printing a Document

Word 2013 Compatibility Mode
What Is Compatibility Mode?
Using the Convert Button

Advanced Paragraph Formatting In Word
Line Spacing Formatting Options
Using the Widow/Orphan Control
Using 'Keep Lines Together'
Using the 'Keep With Next' Option
Using 'Page Break Before'
Applying and Modifying Multilevel List Formatting

Advanced Picture Manipulation in Word
Compatibility Mode & Picture Editing
Screen Shot of Complete Application Window
Clipping Screen Shots
Screen Shots Using the Keyboard
Picture Tools
Removing a Background
Picture Corrections
Picture Colour
Picture Artistic Effects
Compressing Pictures
Resetting Pictures
Picture Styles
Picture Borders
Cropping a Picture

Word 2013 and Sections
What Are Section Breaks?
Inserting 'Next Page' Section Breaks
Inserting 'Odd Page' Section Breaks
Changing the Section Break Type
Deleting Section Breaks
Changing Page Orientation within Sections
Changing Margins within Sections



Headers, Footers and Sections

Applying Different Headers and Footers to Each Section within a Document

Applying Different Headers and Footers to the First Page

Applying Different Headers and Footers to Odd and Even Pages

Watermarks and Word 2013

Adding a Pre-Defined Watermark

Adding a Custom Text Watermark

Removing a Watermark

Modifying a Text Watermark

Adding a Picture Watermark

Advanced Table Manipulation within Word

Table Styles

Merging Cells within a Table

Splitting Cells within a Table

Modifying Cell Alignment

Modifying Cell Margins

Modifying Text Direction within Cells

Repeating the Table Heading Row for Multi-Page Tables

Controlling Row Breaking Across Pages

Performing a Single Column Sort

Multilevel Sorting

Converting Delimited Text to a Table

Converting a Table to Text

Manipulating Styles in Word 2013

What Are Styles?

Applying Styles

Types of Styles

Creating a Paragraph Style

Creating a Character Style

Modifying a Style

Enabling Automatic Style Updating

Deleting a Style

Text Wrapping and Pictures

Applying 'In Line' Picture Text Wrapping

Applying 'Square' Wrapping Picture Formatting

Applying 'Tight' Picture Wrapping

Applying 'Behind Text' Picture Wrapping

Applying 'In Front of Text' Picture Wrapping

Applying Wrapping to an AutoShape



Applying Wrapping Formatting to a Chart
Applying Wrapping Formatting to a Photograph
Applying Wrapping Formatting to a Diagram
Text Wrapping Options within Microsoft Word Tables

Using Columns within Word 2013
Applying Column Formatting to an Entire Document
Applying Column Formatting to Just 'Selected Text'
Changing Number of Columns within a Column Layout
Changing Column Widths and Spacing
Using Pre-Set Column Formatting
Inserting and Removing Lines between Columns
Inserting Column Breaks
Deleting Column Breaks

Autocorrect in Word 2013
Creating, Modifying and Deleting an Autocorrect Entry

Building Blocks
Creating and Inserting Building Block Items
Modifying a Building Block Item
Deleting a Building Block Item

Advanced Find and Replace Features
Smart Ways of Using the 'Find and Replace' Facility
Advanced Find and Replace Options Using Font Formatting
Advanced Find and Replace Options Using Paragraph Formatting
Advanced Find and Replace Options Using Paragraph Marks
Advanced Find and Replace Options Using Page Breaks

Using Paste Special
'Paste Special' Options Using Formatted and Unformatted Text

Using Captions within Word 2013
Manually Adding a Caption to a Picture or Table
Removing Captions
Changing the Caption Number Formatting

Word 2013 Footnotes and Endnotes
Inserting Footnotes
Editing and Formatting Footnotes
Inserting Endnotes
Editing and Formatting Endnotes



Converting Footnotes to Endnotes
Converting Endnotes to Footnotes

Word 2013 Bookmarks and Cross-References
Adding a Bookmark
Creating a Page Cross-Reference to a Bookmark
Creating a Cross-Reference to a Numbered Item
Deleting Cross-References
Deleting a Bookmark

ADVANCED LEVEL COURSE OUTLINE

Master Documents and Word 2013
What Are Master Documents?
Creating a New Master Document by Creating Sub-Documents from Headings
Inserting Sub-Documents into a Master Document
Unlinking or Removing a Sub-Document from a Master Document
Using Text Outline Options

Word 2013 Tracking and Comments
Tracking Changes
Accepting or Rejecting Changes
Inserting Comments
Displaying and Editing Comments
Deleting Comments
Showing or Hiding Comments

Comparing and Combining Documents
Comparing Documents
Combining Revisions from Multiple Authors

Using a Tables of Contents & Indexes
Creating a Table of Contents
Updating a Table of Contents
Creating and Updating a Table of Figures
Marking an Index Entry
Marking an Index Sub-Entry
Compiling and Updating an Index

Linking & Embedding within Word 2013
What Is Object Linking?
Linking Data from a Document as an Icon
Updating a Linked Document



Breaking a Document Link

Linking Excel Data and Displaying the Linked Data as an Icon

Linking an Excel Chart to a Word Document as an Icon

Linking Excel Data and Displaying the Data within a Word Document

Linking an Excel Chart to a Word Document and Displaying the Chart

Updating or Breaking an Application Link

What Is Object Embedding?

Embedding Data into a Document as an Object

Editing Embedded Data

Deleting Embedded Data

Using Hyperlinks in Word 2013 Documents

Inserting Hyperlinks

Editing a Hyperlink

Removing a Hyperlink

Using Macros within Word 2013

Macro to Change Page Set-Up

Macro to Insert a Table with a Repeating Heading Row

Macro to Insert Fields into a Header or Footer

Assigning a Macro to a Button on a Toolbar

Word 2013 Fields

Inserting the Author Field into a Word Document

Inserting the File Name Field into a Word Document

Inserting the File Size Field into a Word Document

Displaying the Developer Tab

Inserting a Plain Text Fill-In Field

Inserting a Check Box Field

Inserting a Drop Down Field

Deleting Fields

Changing the Number Formatting Used By a Field

Updating Fields

Locking and Unlocking Fields

Using the Sum Formula within a Table

Word 2013 Forms

Creating and Protecting Form Text Fields

Creating and Protecting Form Check Boxes

Inserting and Protecting Form Drop-Down Menus

Modifying Form Fields and Displaying Help

Protecting a Form

Password Protecting a Form



Advanced Word 2013 Templates
What Are Word Templates?
Creating and Using a Word Template
Modifying a Word Template

Advanced Mail Merging Techniques
Editing and Sorting a Mail Merge Recipient List
Sorting and Editing a Mail Merge Recipient List (Within the Mail Merge Process)
Ask Fields and Bookmarks
Inserting Ask Fields
Inserting If...Then...Else... Fields
Using Merge Criteria in a Mail Merge

Passwords & Editing Restrictions
Adding 'Opening' Password Document Protection
Removing 'Open' Password Document Protection
Adding 'No Modifications' Document Password Protection
Removing a 'No Modification' Document Password
Allowing Only Tracked Changes or Comments
Marking a Document as a Final Version

ENGO SOFT