Gearing You For Growth

Microsoft Word 2013 (Level 2)

Course Overview

After completing the first course in this series, delegates are now able to perform the basic tasks to create a variety of documents. Delegates probably noticed as they continued working in Word that there are some tasks that they repeat quite often. This course will show delegates how to work more efficiently by automating some tasks and providing methods to maintain consistency between documents. Delegates will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts.

Delegates will also merge data into documents to personalise correspondence, address envelopes and labels with the data as well. Word can be used to create complex documents that are nearly as complicated as those created using a desktop publishing application. Using Word, delegates can control how the text flows between paragraphs and pages. Delegates can also link a story on page one to the rest of the story later in the document and add graphics. Word also allows delegates to specify how must the text and graphic appear together on the page.

In this course, delegates will expand knowledge of Microsoft Word. Delegates will work with tables and charts to organise while summarising data. Delegates will use styles and themes to customise the look of your documents. Delegates will add images and custom graphic elements to documents to graphically show information. Delegates will add building blocks of information and updatable fields to the document to improve efficiency.

You will control how text flows around graphics, between paragraphs, between pages, use section, page, and column breaks in your documents. You will use templates to maintain consistency between documents. You will use the mail merge feature to customise and personalise content. Finally, you will create and use macros to automate tasks.

Prerequisites

Prior knowledge of Microsoft Word or completion of the Level 1 course.

Duration

- 1 Day

f @nextgensa | @nextgen_companies | in NextGen Companies

ENQUIRE NOW
www.nextgen.co.za | +27 (01) 100 3127
info@nextgen.co.za

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

1 of 2

Course Outline

Module 1: Working with tables and charts
- Sort table data.
- Control cell layout.
- Perform calculations in a table.
- Create a chart.

Module 2: Customizing formats using styles and themes
- Create and modify text styles.
- Create custom list or table styles.
- Apply document themes.

Module 3: Using images in a document
- Resize an image.
- Adjust image appearance.
- Integrate pictures and text.
- Insert and format screenshots.
- Insert video.

Module 4: Creating custom graphic elements
- Create text boxes and pull quotes.
- Draw shapes.
- Add WordArt and other text effects.
- Create complex illustrations with SmartArt.

Module 5: Inserting content using Quick Parts
- Insert building blocks.
- Create and modify building blocks.
- Insert fields using Quick Parts.

Module 6: Controlling text flow
- Control paragraph flow.
- Insert section breaks.
- Insert columns.
- Link text boxes to control text flow.

Module 7: Using templates
- Create a document using a template.
- Create a template.

Module 8: Using mail merge
- The mail merge features.
- Merge envelopes and labels.
- Create a data source using Word.

Module 9: Using macros
- Automate tasks using macros.
- Create a macro.

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

2 of 2