

Gearing You For Growth

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

Microsoft Word 2013 (Level 3)

Course Overview

After completing the second course in this series, delegates gained the skills to work with more complex business documents and automate tasks. If delegates work with lengthy documents, collaborate with others, or create forms, this course will show how to use Word to efficiently accomplish these tasks.

Microsoft Word 2013 enables delegates to do more than simple word processing. It can be used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2013 enable delegates to revise, manage, and secure your business documents.

Target Audience

This course is intended for delegates who create and work with lengthy documents.

Collaborate with others on documents and create forms in Microsoft Word.

Prerequisites

To ensure success, delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. Specific tasks delegates should be able to perform include opening and closing applications. Navigating basic file structures, manage files or folders. To meet this prerequisite, delegates can take the following Logical Operations courses

- Microsoft® Office Word 2013 (Level 2)

Duration

- 1 Day



Course Outline

Module 1: Mail merge

- Form letters.
- Data sources for the recipient list.
- Mailing labels and envelopes.

Module 2: Illustrations

- Creating diagrams.
- Working with shapes.
- Formatting text graphically.

Module 3: Advanced document formatting

- Creating and formatting sections.
- Working with columns.
- Document design.

Module 4: Document references

- Tables of contents and captions.
- Indexes, bibliographies, and footnotes.

Module 5: Document sharing

- Document properties.
- Tracking changes.
- Finalizing documents.

Module 6: Document interactivity

- Creating forms.
- Inserting objects and charts.
- Web pages.

Module 7: Working in Word efficiently

- Customizing the ribbon.
- Macros.