

Gearing You For Growth

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Microsoft Word 2013 (Level 1)

Course Overview

Microsoft Word 2013 is designed to help you move smoothly through the task of creating professional looking documents. Its rich features and powerful tools can make your work easy or even fun.

In this course, you will learn how to use Word 2013 to:

- Format documents.
- Add tables and lists.
- Create and edit simple documents.
- Add design elements and layout options.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Word 2013.

Target Audience

This course is intended for delegates who wish to learn basic Word 2013 skills, such as:

- Creating, editing, and formatting documents.
- Inserting simple tables and creating lists.
- Employing a variety of techniques for improving the appearance and accuracy of document content.

Prerequisites

To ensure success, delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Microsoft® Office Windows® 7
- An introduction to PCs course

Duration

- 1 Day



Course Outline

Module 1: Getting started with Word

- Identify the components of the Word interface.
- Create a Word document.
- Help.

Module 2: Editing a document

- Navigate and select text.
- Modify text.
- Find and replace text.

Module 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.

Module 4: Adding tables

- Insert a table.
- Modify a table.
- Format a table.
- Convert text to a table.

Module 5: Managing Lists

- Sort a list.
- Renumber a list.
- Customize a list.

Module 6: Inserting graphic objects

- Insert symbols and special characters.
- Add images to a document.

Module 7: Controlling page appearance

- Apply a page border and color.
- Add a watermark.
- Add headers and footers.
- Control page layout.

Module 8: Proofing a document

- Check spelling and grammar.
- Other proofing tools.

Module 9: Customising the Word environment

- Customize the Word interface.
- Additional save options.