Course Outline

Microsoft Office Word 2013 Level 1

Course Description:

In this course, you will learn how to use Word 2013 to create and edit simple documents, format documents, add tables and lists, add design elements and layout options, and proof documents.
This course is intended for delegates who want to learn basic Word 2013 skills.

This course will prepare you for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Word 2013.

Pre-requisites:

Delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. Delegates should be comfortable in the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the delegates should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Content:

- **Getting Started with Word**
  - Identify the Components of the Word Interface
  - Create a Word Document
  - Help

- **Editing a Document**
  - Navigate and Select Text
  - Modify Text
  - Find and Replace Text

Course Outline

People, Training, Results

- **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

- **Adding Tables**
  - Insert a Table
  - Modify a Table
  - Format a Table
  - Convert Text to a Table

- **Managing Lists**
  - Sort a List
  - Renumber a List
  - Customize a List

- **Inserting Graphic Objects**
  - Insert Symbols and Special Characters
  - Add Images to a Document

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

- **Proofing a Document**
  - Check Spelling and Grammar
  - Other Proofing Tools
  - Check Accessibility

- **Customizing the Word Environment**
  - Customize the Word Interface
  - Additional Save Options

Course Duration: 1 Days