



Microsoft® Office Word® 2013

Introduction

Course Description

Course Overview: These days, most people take electronic word-processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word-processing.

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, and even fun. In this course, you'll 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.

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

Target Student: This course is intended for students who want to learn basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Prerequisites: To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® environment, and be able to use Windows to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives

Upon successful completion of this course, students will be able to:

- Create a basic Word document.
- Edit a document.
- Format text.
- Format paragraphs.
- Insert a table.
- Insert special characters and graphical objects.
- Control the page setup and appearance of a Word document.
- Proofread documents for accuracy.

Course Content

Lesson 1: Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

Lesson 2: Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

Lesson 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

Course Content (continued on next page)



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Lesson 4: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Lesson 5: Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Lesson 6: Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Lesson 7: Controlling Page Appearance

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

Lesson 8: Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools
- Check Accessibility

Lesson 9: Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options