



# Microsoft® Office Word® 2013

## Intermediate

### Course Description

**Course Overview:** After completing the first course in this series, Microsoft® Office Word 2013: Introduction, you are now able to perform the basic tasks to create a variety of documents. You probably noticed as you continued working in Word that there are some tasks that you repeat quite often. This course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. You will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and 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, you can control how the text flows between paragraphs and pages, you can link a story on page one to the rest of the story later in the document, and you can add graphics and specify how the text and graphic appear together on the page.

**Target Student:** This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2013.

**Prerequisites:** To ensure success, 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: opening and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed the following course or possess the equivalent knowledge:

- Microsoft® Office Word 2013: Introduction

### Course Objectives

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

- Work with tables and charts.
- Customize formats using styles and themes.
- Use images in a document.
- Create custom graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates.
- Use mail merge.
- Use macros.

### Course Content

#### Lesson 1: Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

#### Lesson 2: Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

### Course Content (continued on next page)



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### Course Content (continued from previous page)

#### Lesson 3: Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

#### Lesson 4: Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

#### Lesson 5: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

#### Lesson 6: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

#### Lesson 7: Using Templates

- Create a Document Using a Template
- Create a Template

#### Lesson 8: Using Mail Merge

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

#### Lesson 9: Using Macros

- Automate Tasks Using Macros
- Create a Macro