

# Microsoft® Word 2013

## Expert Certification Guide

Courseware 3251 Exams 77-425 & 77-426 ISBN 978-1-55332-396-9

### Course Description

Microsoft® Word Expert teaches students how to use a variety of intermediate and advanced features to create and format business documents including online forms and personalized mailings. Students also learn to collaborate with other users, create outlines, use master documents and work with long documents.

Students who complete this course will have reviewed all the exam objectives to prepare for Microsoft Word 2013 Expert Exams #77-425 and #77-426. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

### Course Prerequisites

This course is designed for students who are familiar with core skills to create, edit, and format documents. Students will work with the advanced features of Word 2013 to enhance professional documents, create documents ready for publication, and collaborate effectively on group editing projects. The course assumes that students have completed the Microsoft Word 2013 Core course or have equivalent working knowledge and experience.

- Access commands and features
- Use Backstage to save, open, close, or print documents
- Select text to perform editing tasks
- Apply simple formatting to characters and paragraphs
- Set tabs to align text in columns
- Apply bullets or numbers to simple or multi-level bullets
- Apply page formatting
- Use specific types of breaks to apply different page formats in a document
- Apply headers or footers to a document
- Proof your documents for spelling or grammar errors, as well as recognize contextual errors
- Create and manipulate a table using formatting or table options
- Insert, format, or arrange various illustrations
- Merge information for mass mailings
- Use QuickParts to assist with frequent-use items

Courseware Description

Course Design

Course Objectives

Conventions and Graphics

### **Lesson 1: Reviewing Documents**

Lesson Objectives

Managing Documents

Setting Tracking Options

Tracking Changes or Comments

Reviewing a Document from  
Others

Comparing or Combining  
Documents

Deleting Draft Versions of  
Documents

Resolving Multi-document Style  
Conflicts

Protecting Documents

Using Passwords

Using the Document Inspector

Marking a Document as Final

Lesson Summary

Review Questions

### **Lesson 2: Applying Advanced Formatting**

Lesson Objectives

Using Wildcards in Searches

Setting Advanced Formatting  
Features

Changing Character Spacing  
Options

Setting Advanced Layout Options

Using AutoFormat

Working with Section Links

Linking Text Boxes

Customizing Styles

Customizing Field Formats

Lesson Summary

Review Questions

### **Lesson 3: Customizing Document Elements**

Lesson Objectives

Working with Building Blocks

Using Quick Parts

Using the Building Blocks  
Organizer

Customizing Themes

Modifying the Colors

Modifying the Fonts

Customizing Style Sets

Working with Templates

Sharing Template Tools

Lesson Summary

Review Questions

### **Lesson 4: Working with Forms**

Lesson Objectives

Creating Mailing Documents

Understanding the Main  
Document

Understanding Data Sources

How Do I Merge?

Using Existing Documents

Setting Rules for Merges

Creating Online Forms

Locking the Form

Lesson Summary

Review Questions

### **Lesson 5: Working with Large Documents**

Lesson Objectives

Creating Outlines

Using Master Documents

Referencing Information

Creating a Table of Contents

Creating an Index

Inserting a Table of Figures

Using a Table of Authorities

Setting Advanced Reference  
Options

Lesson Summary

Review Questions

### **Lesson 6: Setting Up Global Accessibility**

Lesson Objectives

Preparing Documents

Adjusting the Display

Setting the Language

Changing the View Mode

Using Voice or Speech Devices

Managing Fonts

Checking Documents for Accessibility

Using Alt-Text

Modifying Tab Order in Forms

Lesson Summary

Review Question

### **Appendices**

Appendix A: Courseware Mapping

Appendix B: Glossary of Terms

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