

Microsoft®

Word 2013

Level 1

Courseware 6278

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Course Description

This *Microsoft® Word 2013 Level 1* teaches the information worker how to use core skills to work with business documents such as letters, forms, and newsletters. The user will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Getting Started
Lesson Objectives
Looking at the Screen
 Using the Quick Access Toolbar
 Using the Ribbon
 Using the Backstage
Working with Text
 Moving Around in the Document
Working with Documents
 Creating a New Document
 Switching Between Documents
 Saving Documents
 Closing a Document
 Opening a Document
Lesson Summary
Review Questions

Lesson 2: Manipulating Text
Lesson Objectives
Changing the View
 Adjusting the Zoom
 Using Show/Hide ¶
 Splitting the Window
Selecting Text
 Selecting Consecutive Text
 Selecting Non-Consecutive Text
 Using the Selection Bar
Working with Text
 Using Undo
 Using Repeat
 Inserting Text Items
 Inserting Special Characters
 Using Cut, Copy and Paste
Finding and Replacing Items
 Replacing Items
Lesson Summary
Review Questions

Lesson 3: Formatting Text and Paragraphs

Lesson Objectives
Formatting Characters
 Using the Font Dialog Box
Formatting Paragraphs
 Aligning Text
 Changing the Spacing
 Indenting Paragraphs
 Setting Tab Stops
Using the Format Painter
Formatting with Styles
 Using Quick Styles
 Using the Styles Pane
 Creating Styles
 Modifying Styles
Organizing List Information
 Customizing the Lists
 Creating a Multilevel List
Using WordArt
Lesson Summary
Review Questions

Lesson 4: Formatting Documents to Print

Lesson Objectives
Setting Up the Document
 Changing the Paper Size
 Changing the Orientation
 Changing the Margins
 Controlling the Text Flow
 Inserting Page Breaks
 Working with Section Breaks
 Working with Columns
Using Headers and Footers
 Inserting Page Numbers
 Creating Headers and Footers
Working with Document
 Backgrounds
 Adding Watermarks
 Applying Themes
 Using Document Style Sets
Proofing Your Document
Navigating with References
 Using the Navigation Pane
 Using the Go To Command
 Working with Hyperlinks
 Creating Bookmarks
Preparing to Print
Lesson Summary
Review Questions

Appendices

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