Microsoft®

Word 2013

Level 2

Courseware 6279 ISBN 978-1-55332-402-7

Course Description

This *Microsoft® Word 2013 Level 2* teaches the information worker how to apply some intermediate skills along with basic skill sets 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 a continuation of the *Microsoft Word 2013 – Level 1* courseware, in which you were introduced to the basic concepts and skills required for creating and manipulating common types of documents, such as letters, memos, or simple reports.

Students who wish to become proficient using the intermediate features of Microsoft Word 2013 will benefit from taking this course.

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Using Tables
Lesson Objectives
Inserting a Table
  Drawing a Table
  Creating a Quick Table
  Working with Text
Modifying Tables
Adjusting the Width or Height
    Inserting Rows, Columns or Cells
    Deleting Rows, Columns or Cells
    Merging and Splitting Cells
    Setting Row Headings
    Using Table Styles
    Manipulating Text in Cells
    Modifying the Borders and Shading
    Modifying the Table Properties
Inserting Formulas
  Modifying Formulas
Converting Tabular Information
  Converting a Table to Text
  Converting Text to a Table
Lesson Summary
Review Questions

Lesson 2: Working with Illustrations
Lesson Objectives
Inserting Images
  Inserting Picture Files
  Inserting Online Pictures
  Manipulating Pictures
Working with Shape Objects
  Drawing Shapes
  Manipulating Shapes
Using SmartArt
Manipulating the SmartArt
Lesson Summary
Review Questions

Lesson 3: Working with References
Lesson Objectives
Why Use References?
Working with Text Boxes
  Linking Text Boxes
Using Captions
  Inserting a Table of Figures
Using Footnotes or Endnotes
Inserting Citation Sources
  Inserting a Bibliography
  Managing Your Sources
Lesson Summary
Review Questions

Lesson 4: Using Productivity Tools
Lesson Objectives
Customizing Some Tools
  Customizing the Quick Access Toolbar
  Customizing the Ribbon
Understanding Building Blocks
  Using Quick Parts
  Using the Building Blocks Organizer
Understanding Macros
  Recording Macros
  Running Macros
  Editing Macros
  Configuring Security for Macros
Lesson Summary
Review Questions

Appendices
Appendix A: Glossary of Terms
Appendix B: Index