MICROSOFT WORD 2013 ESSENTIALS

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Updating of existing skills is an essential requirement in today's fast changing world. Users of Word may quickly learn essential skills in using Word 2013 with this dynamic course.

This training course in Word 2013 Essentials includes training in inserting art and objects to a document, customizing a document, formatting, customizing the interface, and printing and sharing a document.

This dynamic training course is now available throughout Hong Kong, including Central and also via instructor-led online training.

This Microsoft Word 2013 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

MICROSOFT WORD 2013 ESSENTIALS COURSE OUTLINE

FOREWORD

Word 2013 Essentials Training Course covers all important features of the word processing application that are necessary for using it expertly. During the training course, participants gain understanding and use of the various new features of Word including formatting tools, working with paragraphs, formatting the page, and working with art and objects.

The course provides comprehensive training in a short time, and is designed for developing practical skills that benefit participants in their work.

OUTCOMES

Word 2013 Essentials Training Course is the fastest way to gain a comprehensive understanding of all essential features of Word 2013, and gain skills in using it expertly.
After completing this course, participants will have learned to:
- Use basic features such as find, replace, text selection, and typing and deleting text
- Change the font face, size and color
- Add effects
- Change themes
- Alter document formatting
- Use the format painter
- Clear formatting
- Align and justify text
- Apply bullets and numbers
- Insert a cover page
- Add watermarks
- Add page border
- Insert tables, charts, equations, SmartArt, and screenshots
- Insert local and online pictures
- Insert videos
- Use the Navigation Pane
- Print and share a document
- Change Ribbon Display options
- Customize the Quick Access toolbar

MODULES

Lesson 1: Getting Started
- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives

Lesson 2: Opening Word
- Opening Word
- Using the Recent List
- Opening Files

- The Parking Lot
- Action Plan

- Creating a Blank Document
- Creating a Document from a Template
- Module Two: Review Questions

Lesson 3: Working with the Interface
- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Saving Files
- Closing Files
- Closing Word
- Module Three: Review Questions

Lesson 4: Your First Document
- Typing Text
- Selecting Text with the Mouse or Keyboard
- Editing and Deleting Text
- Dragging and Dropping Text
- Inserting a Symbol or Number
- Starting a New Page
- Module Four: Review Questions

Lesson 5: Basic Editing Tasks
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Finding and Replacing Text
- Setting Paste Options
- Checking Your Spelling
- Module Five: Review Questions

Lesson 6: Working with Font Formatting
- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Color
- Highlighting Text
- Adding Font Enhancements
- Module Six: Review Questions

Lesson 7: Advanced Formatting Tasks
- Changing Case
- Using the Format Painter
- Using the Font Dialog
- Clearing Formatting
- Module Seven: Review Questions

Lesson 8: Formatting Paragraphs
- Changing Spacing
- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets, Numbering, and Multilevel Lists
- Adding Borders and Shading
- Using the Paragraph Dialog
- Module Eight: Review Questions

Lesson 9: Working with Styles
- About Styles
- Applying a Style
- Changing the Theme
- Changing the Style Set
- Changing Theme Colors and Fonts
- Module Nine: Review Questions

Lesson 10: Formatting the Page
- Formatting Text as Columns
- Changing Page Orientation
- Changing the Page Color
- Adding a Page Border
- Adding Headers and Footers
- Module Ten: Review Questions

Lesson 11: Sharing Your Document
- Previewing and Printing Your Document
- Inviting People
- E-Mailing Your Document
- Module Eleven: Review Questions

Lesson 12: Wrapping Up
- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- ➢ [View this course online](#)
- ➢ [In-house Training Instant Quote](#)