

DURATION: 1 day**CODE:** SOL\WO\PRO13**COURSE OBJECTIVE**

This training is intended to guide the participants to use and take advantage of Microsoft Office Word 2013.

After completing the training the participants will be able to:

- Create Tables.
- Perform calculations and Sort data in a table
- Create and printing Letters, Envelopes and Labels.
- Create Mail Merge.
- Create and use Styles.
- Creating Table of Contents.
- Select specific document pages to print
- Create and modify a styles based on table data.
- Inserting Header and Footer
- Sending a document
- Manage pages with page breaks

WHO SHOULD ATTEND

- New or intending users of Microsoft Office Word 2013 who want to gain a good understanding of how to use the software in a short space of time.

PRE-REQUISITES

- Familiarity with basic features and operating of Microsoft Word, gained from the workplace or by prior attendance on Microsoft Office Word 2013 Foundation" training.

Microsoft Word 2013 Professional

INTRODUCTION

This training is designed to allow users to work with Microsoft Office Word 2013 advanced features. Users will also learn how create impressive-looking documents and help working with large documents more easy. Using calculate data in a table, using mail merge, work with styles, convert a document to PDF, header and footer, and etc.

COURSE OUTLINE**Creating Table**

- Working with Table
- Editing Table
- Convert text to a table or a table to text
- Merge Table Cells
- Add a Formula to a Table
- Sorting Table

Table of Contents

- Create a Table of Contents
- Format a Table of Contents
- Change or Add Levels in a Table of Contents
- Update and Delete a Table of Contents

Create Mail Merge

- Understanding Mail Merge
- Using the Mail Merge
- Add to a mail merge address list
- Mail merge using an Excel spreadsheet
- Email merge in Word

Creating Charts and Diagrams

- Adding a Chart to Your Document
- Working with Chart Data
- Add Data Labels to a Chart
- Change the Color or Style

- Change Axis Labels in a Chart
- Add a Data Series to Your Chart
- Create a Venn Diagram

Styles and Themes

- Introduction Style and Themes
- Using Style
- Modify a Style
- Create a New Style
- Using Themes

Footnote and Endnotes

- Creating Footnotes and Endnotes
- Reference Footnotes
- Delete Footnotes and Endnotes
- Convert Footnotes to Endnotes
- Customize Footnotes & Endnotes

Collaboration

- Track Changes
- Turn on or off Track Changes
- Remove Tracked Changes
- Accept Tracked Changes
- Change the Track Changes Color

Send, Link, and Protecting Document

- Email a Document
- Create a Hyperlink
- Password Protect a Document