MICROSOFT WORD 2013 STANDARD

DURATION: 1 day

CODE: SOL\WO\SD13

COURSE OBJECTIVE

After completing the training the participants will be able to:

- Creating, Opening, Saving, and Closing document
- Protecting a document
- Editing text
- Finding and Replacing text
- Inserting a Symbol
- Adding Equation in document
- Correcting your Spelling and Grammar
- Formatting text in document
- Formatting Paragraphs
- Formatting Pages.
- Inserting a Cover Page
- Adding a Text Box
- Preview and Printing documents

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

- A Basic knowledge of Windows XP/7/8
- A working knowledge of Personal Computers

INTRODUCTION

This training introduces users to Microsoft Word 2013 Foundation, the newest version of the popular word processing application from Microsoft. Users will know the new features and learn the main features of Word to create, modify, format, and print documents.

COURSE OUTLINE

Managing Document

- Using New Blank Document
- Using Open Command
- Using Save Command
- Switch Between Open Documents
- Close a Document
- Protect a Documents
- Mark a Document as Final

Viewing and Editing Text in Word

- Navigating Your Document
- Editing Text
- Replacing Text
- Move or Copy Text
- Take Advantage of Paste Options
- Insert a Symbol
- Work with Equations
- Correcting Your Spelling And Grammar
- Add Comments to a Document

Formatting Text in Word 2013

- Changing Characters Fonts
- Choosing a Theme for Your Document
- Superscript or Subscript Text
- Change Text Case
- Change Text Color
- Apply Text Effects

- Copy Formatting Using the Format Painter
- Set The Default Font For All New Documents

Formatting Paragraphs

- Change Text Alignment
- Adjusting Paragraph Line Spacing
- Change Spacing Between Paragraph
- Formatting with Tabs
- Add Border to Text
- Apply Formatting Using Styles
- Review and Change Formatting
- Creating Bulleted or Numbered List
- Formatting a List

Formating Pages

- Laying Out the Page
- Creating Special Page Setup
- Changing Page Orientation with in a Document
- Creating Headers and Footers
- Add Page Number to a Document

Printing Document

- Printing Your Document
- Printing Part of a Document

Microsoft Partner
Gold Software Asset Management
Gold Volume Licensing
Gold Midmarket Solution Provider

Microsoft Partner
Silver Learning
Silver Desktop
Silver Data Platform
Silver Portals and Collaboration

Autodesk
Authorised Training Center

CERTIPORT

PEARSON
VUE-Authorized
Test Center

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