



Microsoft Word 2013

Level 1



INFOCUS COURSEWARE

Product Code: INF1310

ISBN: 978-1-925179-15-6

❖ General Description

This hands-on beginner's course aims to give the learner a sound grounding in the use of **Microsoft Word 2013** to create everyday documents required either at work or at home. Particular emphasis is placed on developing accurate and well-designed documents. The course begins by showing the learner how to navigate around **Microsoft Word 2013**. It then quickly gets the learner to create a new document before moving onto features such as text manipulation and enhancement, creating and using tabs and tables, embellishing documents with clip art and pictures, creating multiple documents through merging and printing documents.

❖ Learning Outcomes

At the completion of this course you should be able to:

- work with the basic features of **Word**
- create a new document
- work with a document
- display documents using various views
- select and work with text in a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tabs and tables
- insert and work with clip art and pictures
- use the **Mail Merge Wizard** to perform mail merges
- print a document
- find the information you need in **Help**
- create high quality document designs and layouts

❖ Prerequisites

This course assumes little or no knowledge of **Microsoft Word 2013**. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

❖ Topic Sheets

172 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Product Information



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- Understanding The Backstage View
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- Inserting Columns And Rows
- Deleting Columns And Rows





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Changing Column Widths
Changing Row Heights
AutoFitting Columns
Shading Cells
Modifying Borders
Adding Custom Borders
Choosing A Table Style

A Guide to Brilliant Documents

The Four Pillars Of Great Design
Perfect Page Layouts
Make It Readable
Pictures Tell A Story
The Tips And Traps Of Writing

Clip Art and Pictures

Understanding Clip Art And Pictures
Inserting Clip Art
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Applying Text Wrapping Styles
Positioning Clip Art
Resizing Clip Art
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Resetting Clip Art
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Understanding Mail Merge
Understanding The Mail Merge
Process
Creating A Recipient List
Creating The Starting Document
Starting The Mail Merge Wizard
Selecting A Recipient List
Inserting Mail Merge Fields
Previewing The Merged Documents
Completing The Merge

Printing Your Documents

Understanding Printing
Previewing Your Document
Quick Printing
Selecting A Printer
Printing The Current Page
Specifying A Range Of Pages
Specifying The Number Of Copies

Getting Help

Understanding How Help Works
Accessing The Help Window
Navigating The Help Window
Using The Office Website
Googling Help
Printing A Help Topic



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