❖ **General Description**

This course aims to enhance existing skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

❖ **Learning Outcomes**

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

- work with document techniques
- use a range of formatting techniques
- work with a **PDF** document
- work with **Word** options and document properties
- create and apply styles
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert and work with headers and footers in a document
- perform various merging tasks
- draw and format shapes
- insert and work with text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures

❖ **Prerequisites**

Microsoft Word 2013 - Level 2 assumes a basic understanding of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

182 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**.

This information sheet was produced on Tuesday, March 11, 2014 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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