



# Microsoft Word 2013

Level 2



INFOCUS COURSEWARE

Product Code: INF1311

ISBN: 978-1-925179-16-3

## ❖ 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](http://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.*



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



## Contents

### Document Techniques

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Resetting The Window Position
- Inserting A Cover Page
- Applying Page Colours
- Applying A Page Border
- Understanding Columns
- Creating Columns Of Text
- Specifying Column Widths And Spacing
- Inserting Column Breaks

### Formatting Techniques

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows And Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting A Page Break
- Applying Hyphenation To Text
- Hiding Text
- Inserting A Drop Cap
- Understanding Returns
- Revealing Formatting

### Working With PDF Documents

- Understanding PDF Documents
- Saving A Document As A PDF
- Viewing A PDF File In Reader
- Opening And Editing A PDF In Word

### Preferences and Properties

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options
- Understanding Document Properties
- Viewing Document Properties
- Specifying Document Properties
- Viewing Advanced Properties

- Inserting Properties Into A Document
- Updating Document Properties
- Deleting Document Property Data

### Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles
- Understanding The Modify Style Dialog Box
- Selecting And Updating Styles
- Renaming And Deleting Styles
- Importing And Exporting Styles

### Themes

- Understanding Themes
- Applying A Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Creating A Custom Theme
- Applying A Theme To A Template
- Resetting A Theme

### Templates

- Understanding Templates
- Using A Sample Template
- Downloading An Online Template
- Creating A Template
- Modifying A Template
- Using A Custom Template
- Attaching A Template To A Document
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates

### Section Breaks

- Understanding Section Breaks
- Inserting A Next Page Section Break
- Inserting A Continuous Section Break
- Inserting An Even Page Section Break
- Inserting An Odd Page Section Break

### Headers and Footers

- Understanding Headers And Footers

- Inserting Headers And Footers
- Inserting A Blank Header
- Inserting A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Inserting Page Numbering
- Inserting Date Information
- Headers And Footers In Long Documents
- Adjusting Header And Footer Positions
- Inserting First Page Headers And Footers
- Inserting Different Odd And Even Pages
- Creating Section Headers And Footers
- Unlinking Section Headers And Footers

### Merging Techniques

- Understanding Recipient Lists
- Creating A Recipient List
- Customising The Columns
- Adding Records
- Deleting Records
- Saving A Recipient List
- Opening A Recipient List
- Editing A Recipient List
- Understanding Merging From Scratch
- Selecting The Document Type
- Selecting The Recipients
- Inserting The Date
- Inserting An Address Block
- Inserting The Greeting Line
- Typing The Letter
- Inserting Individual Merge Fields
- Previewing The Merge
- Completing The Merge
- Setting Up Mailing Labels
- Completing Mailing Labels
- Running A Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying An If...Then...Else... Rule
- Applying A Fill In Rule





# Microsoft Word 2013

Level 2



INFOCUS COURSEWARE

Product Code: INF1311

ISBN: 978-1-925179-16-3

## Shapes

- Understanding Shapes
- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying A Fill To The Drawing Canvas
- Applying Text Wrapping To A Canvas
- Applying Shape Styles
- Filling Shapes
- Applying A Solid Fill To Shapes
- Applying A Gradient Fill To A Shape
- Applying A Picture Fill To A Shape
- Changing Shape Outlines
- Applying An Outline To Shapes
- Changing Shapes
- Inserting And Formatting Text
- Applying Shadow Effects
- Applying Reflection Effects
- Applying Glow Effects
- Softening And Beveling Edges
- Applying 3-D Rotation Effects

## Text Boxes

- Understanding Text Boxes
- Inserting A Preformatted Text Box
- Typing Text Into A Text Box
- Positioning A Text Box
- Resizing A Text Box
- Deleting A Text Box
- Drawing A Text Box
- Formatting A Text Box
- Linking Text Boxes
- Modifying Text Box Margins
- Changing Text Direction
- Applying Effects To Text Boxes

## Table Features

- Creating A Table From Text
- Aligning Data In Cells
- Displaying Table Gridlines
- Inserting Formulas Into A Table
- Updating Formulas In A Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells

- Understanding Table Properties
- Aligning Tables
- Changing The Direction Of Text
- Repeating Heading Rows
- Converting A Table To Text

## Enhancing Pictures

- Understanding Picture Enhancements
- Removing A Picture Background
- Correcting Pictures
- Colouring Pictures
- Applying Artistic Effects
- Applying Shadows And Reflections
- Applying A Glow Effect
- Softening And Beveling Edges
- Applying Picture Styles To Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing The Picture Layout

## Product Information



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)