Microsoft Word 2013
Level 3

INFOCUS COURSEWARE

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❖ **General Description**

Microsoft Word 2013 - Level 3 is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

❖ **Learning Outcomes**

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

- create and work with *SmartArt*
- create and work with tables of contents and indexes in long documents
- create and work with master documents
- insert and edit footnotes and endnotes
- create, use and delete bookmarks and cross references
- use *AutoCorrect* to automatically correct words and phrases
- create and use building blocks
- use a range of document proofing features
- use the features of *Word* to work collaboratively with others
- understand and use the tracking feature in *Word*
- compare multiple versions of the same document
- create and remove protection for your document
- understand, insert and work with fields in a document
- create and work with electronic forms in *Word*
- create and work with macros

❖ **Prerequisites**

Microsoft Word 2013 - Level 3 assumes an intermediate understanding of Microsoft Word and the creation of documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

155 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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