Microsoft Word 2013

Module 1

❖ **General Description**

❖ **Learning Outcomes**

The skills and knowledge acquired in **Microsoft Word 2013 - Module 1** are designed to provide the learner with a sound understanding of how documents are created, formatted, and printed.

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
- select and work with text in a document
- cut and copy information within and between documents
- work with multiple documents
- use a range of font formatting techniques
- format paragraphs
- insert headers and footers into a document
- work effectively with features that affect the page layout of your document
- apply various page layout techniques
- work with tabs
- create and modify tables
- create and format columns
- print a document
- use the **Mail Merge Wizard** to perform mail merges
- draw and format shapes
- work extensively with shapes
- insert and work with text boxes
- insert and work with clip art and pictures
- work with a **PDF** document
- modify **Word** options
- find the information you need in **Help**

❖ **Prerequisites**

Microsoft Word 2013 - Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

242 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