



# Microsoft Word 2013

## Module 2



INFOCUS COURSEWARE

Product Code: INF1314

ISBN: 978-1-925179-19-4

### ❖ General Description

The skills and knowledge acquired in **Microsoft Word 2013 - Module 2** are designed to provide the skills and knowledge to create complex documents by using Microsoft Word at a more advanced level.

### ❖ Learning Outcomes

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

- enhance and correct pictures
- create and work with **SmartArt**
- use formatting techniques to position text and paragraphs
- define and modify lists
- create and apply styles
- create and work effectively with themes
- create and use templates
- use table features to improve the layout and format of tables
- learn how to work with section breaks
- create and work with a table of contents
- create and work with an index in a document
- create, use and delete bookmarks
- use a range of document proofing features
- create and edit recipient lists
- customise mail merges
- use the features of **Word** to work collaboratively with others
- understand and use the tracking feature in **Word**
- create and remove protection for your document
- insert content from other sources
- create and use building blocks
- understand, insert and work with fields in a document
- create and use interactive fields.
- create and work with electronic forms in **Word**
- create and work with macros

### ❖ Prerequisites

**Microsoft Word 2013 - Module 2** assumes that the user has previously used the software to create basic documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

217 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).

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Product Information



## Contents

### 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

### SmartArt

- Understanding SmartArt
- Inserting A SmartArt Graphic
- Inserting Text
- Indenting Text
- Changing The SmartArt Style
- Changing SmartArt Colours
- Changing A SmartArt Layout
- Adding More Shapes To SmartArt
- Resizing SmartArt

### 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
- Inserting Hard And Soft Returns
- Removing Returns
- Revealing Formatting

### Lists

- Understanding Lists
- Applying Bullets
- Defining A Bullet
- Modifying A Bullet

- Applying Numbering
- Defining A Number Format
- Renumbering A List
- Understanding Multilevel Lists
- Applying A Multilevel List
- Promoting And Demoting List Items
- Defining A Multilevel List
- Creating A Multilevel List Style
- Modifying A Multilevel List Style

### Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom 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

### 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

### 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

### Table of Contents

- Understanding Tables Of Contents
- Inserting A Table Of Contents
- Navigating With A Table Of Contents
- Updating Page Numbers
- Updating A Table Of Contents
- Customising A Table Of Contents
- Formatting A Table Of Contents

### Indexing

- Understanding Indexing
- Marking Index Entries
- Creating An AutoMark File
- Marking Index Entries With An AutoMark File
- Removing Marked Entries
- Generating An Index
- Modifying The Index Format
- Updating An Index

### Bookmarks

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks

### Document Proofing Features

- Proofreading Your Document
- Using Proofreading Marks
- Disabling The Spelling & Grammar Checker
- Customising The Spelling Checker
- Customising The Grammar Checker
- Using The Thesaurus
- Setting A Different Proofing Language
- Translating Selected Text





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Setting The Default Language

### Recipient Lists

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

### Mail Merge Techniques

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

### Working Collaboratively

Co-Authoring Documents  
Saving To SkyDrive  
Sharing Documents  
Opening Shared Documents

### Tracking Changes

Understanding Tracking Changes  
Enabling And Disabling Tracked Changes  
Switching Between Simple Markup And All Markup  
Using Comments In Tracked Changes  
Showing And Hiding Markup  
Showing Revisions Inline And In Balloons  
Advanced Tracking Options  
Accepting And Rejecting Changes

### Protecting Documents

Understanding Document Protection  
Making A Document Read-Only  
Working With A Read-Only Document  
Restricting Formatting  
Working With Formatting Restrictions  
Restricting Editing  
Making Exceptions  
Stopping Document Protection  
Applying An Open Document Password

Applying A Modify Document Password

### Importing

Understanding Importing  
Importing Text  
Importing Excel Data  
Importing And Linking Excel Data  
Importing And Embedding Excel Data  
Modifying Embedded Excel Data  
Inserting A Hyperlink To External Data  
Understanding Hyperlinking Options  
Using Hyperlinks

### Building Blocks

Understanding Building Blocks  
AutoText Versus Quick Parts  
Inserting A Building Block  
Creating Quick Parts  
Saving Building Blocks  
Inserting Quick Parts  
Editing Building Blocks  
Deleting Building Blocks

### Fields

Understanding Fields  
The Field Dialog Box  
Inserting A Document Information Field  
Setting Field Properties  
Showing And Hiding Field Codes  
Showing And Hiding Field Shading  
Inserting Formula Fields  
Inserting A Date And Time Field  
Updating Fields Automatically When Printing  
Locking And Unlocking Fields  
Applying A Number Format

### Interactive Fields

Understanding Interactive Fields  
Inserting A FILLIN Field  
Typing Field Codes Into A Document  
Activating Interactive Fields  
Inserting An ASK Field  
Using REF To Display Bookmarks  
Activating Fields Automatically

### Electronic Forms

Understanding Electronic Forms In Word  
Creating The Form Layout

Understanding Content Controls  
Displaying The Developer Tab  
Inserting Text Controls  
Setting Content Control Properties  
Inserting The Date Picker Control  
Inserting Prompt Text  
Inserting Formulas  
Inserting A Combo Box Control  
Inserting A Drop-Down List Control  
Protecting And Saving The Form  
Using An Electronic Form  
Editing A Protected Form

### Macros

Understanding Macros In Word  
Setting Macro Security  
Saving A Document As Macro-Enabled  
Recording A Macro  
Running A Macro  
Assigning A Macro To The Toolbar  
Assigning A Keyboard Shortcut To A Macro  
Editing A Macro  
Creating A MacroButton Field  
Copying A Macro  
Deleting A Macro  
Tips For Developing Macros



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