



# Microsoft Word 2013

## Module 2



INFOCUS COURSEWARE

Product Code: INF1314

ISBN: 978-1-921939-98-3

### ❖ 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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Product Information