Microsoft Word 2013
Level 1 (with Challenge Exercises)

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **General Description**

This hands-on beginner's course aims to give the learner a sound grounding in the use of *Microsoft Word 2013* to create everyday documents required either at work or at home. Particular emphasis is placed on developing accurate and well-designed documents. The course begins by showing the learner how to navigate around *Microsoft Word 2013*. It then quickly gets the learner to create a new document before moving onto features such as text manipulation and enhancement, creating and using tabs and tables, embellishing documents with clip art and pictures, creating multiple documents through merging and printing documents.

❖ **Learning Outcomes**

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
- display documents using various views
- select and work with text in a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tabs and tables
- insert and work with clip art and pictures
- use the *Mail Merge Wizard* to perform mail merges
- print a document
- find the information you need in *Help*
- create high quality document designs and layouts

❖ **Prerequisites**

This course assumes little or no knowledge of *Microsoft Word 2013*. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

❖ **Topic Sheets**

202 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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