



INFOCUS COURSEWARE

# Microsoft Word 2013

## Level 1 (with Challenge Exercises)



WATSONIA PUBLISHING

Product Code: INF1350

ISBN: 978-1-921939-65-5

### ❖ 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](http://www.watsoniapublishing.com).

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Product Information



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### Getting Started With Word 2013

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- Starting Word From The Desktop
- Understanding The Start Screen
- Creating A New Blank Document
- The Word Screen
- How Microsoft Word 2013 Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Exiting Safely From Word
- Practice Exercise
- Practice Exercise Workspace

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- Typing Text
- The Save As Place
- The Save As Dialog Box
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- Typing Numbers
- Inserting A Date
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- Scrolling Through A Document
- Page Zooming
- Viewing The Ruler

- Showing Paragraph Marks
- Counting Words
- Practice Exercise
- Practice Exercise Sample

### Viewing Documents

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- Viewing A Document In Read Mode
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- Practice Exercise Sample

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- Using Go To
- Understanding Cutting And Copying
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- Practice Exercise Sample

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- Understanding Font Formatting Tools
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- Removing Page Numbers
- Practice Exercise
- Practice Exercise Sample



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### Tabs and Tables

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Setting Tabs In The Tabs Dialog Box
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### Performing a Mail Merge

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- Creating A Recipient List
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- Selecting A Recipient List
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- Practice Exercise Data

### Printing Your Documents

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- Practice Exercise Sample

### Getting Help

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- Navigating The Help Window
- Using The Office Website
- Googling Help
- Printing A Help Topic
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### A Guide to Brilliant Documents

- The Four Pillars Of Great Design
- Perfect Page Layouts
- Make It Readable
- Pictures Tell A Story
- The Tips And Traps Of Writing
- Practice Exercise
- Practice Exercise Workspace



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