



INFOCUS COURSEWARE

# Microsoft Word 2013

## Level 2 (with Challenge Exercises)



Product Code: INF1351

ISBN: 978-1-921939-66-2

### ❖ General Description

This course aims to enhance existing skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

### ❖ Learning Outcomes

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

- work with document techniques
- use a range of formatting techniques
- work with a **PDF** document
- work with **Word** options and document properties
- create and apply styles
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert and work with headers and footers in a document
- perform various merging tasks
- draw and format shapes
- insert and work with text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures

### ❖ Prerequisites

This course assumes some knowledge of **Microsoft Word 2013** and 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

226 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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