



INFOCUS COURSEWARE

# Microsoft Word 2013

## Level 3 (with Challenge Exercises)



Product Code: INF1352

ISBN: 978-1-925179-41-5

### ❖ General Description

**Microsoft Word 2013 - Level 3** is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

### ❖ Learning Outcomes

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

- create and work with **SmartArt**
- create and work with tables of contents and indexes in long documents
- create and work with master documents
- insert and edit footnotes and endnotes
- create and work with bookmarks and cross-references
- use **AutoCorrect** to automatically correct words and phrases
- create and use building blocks
- use a range of document proofing features
- use the features of **Word** to work collaboratively with others
- understand and use the tracking feature in **Word**
- compare multiple versions of the same document
- create and remove protection for your document
- understand, insert and work with fields in a document
- create and work with electronic forms in **Word**
- create and work with macros

### ❖ Prerequisites

**Microsoft Word 2013 - Level 3** assumes an intermediate understanding of Microsoft Word and the creation of documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

188 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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- Practice Exercise Sample

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- Switching Between Simple Markup And All Markup
- Using Comments In Tracked Changes
- Showing And Hiding Markup
- Showing Revisions Inline And In Balloons



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Advanced Tracking Options  
Accepting And Rejecting Changes  
Practice Exercise  
Practice Exercise Sample

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Understanding Document Comparisons  
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Practice Exercise Sample

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Creating A MacroButton Field  
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Tips For Developing Macros  
Practice Exercise  
Practice Exercise Data



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