



INFOCUS COURSEWARE

Microsoft Word 2013

Level 3 (with Challenge Exercises)



Product Code: INF1352

ISBN: 978-1-921939-67-9

❖ 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.

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Contents

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- Practice Exercise Sample

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- 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

Comparing Documents

Understanding Document
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Selecting Documents To Compare
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Practice Exercise
Practice Exercise Sample

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Password
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Practice Exercise
Practice Exercise Sample

Electronic Forms

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Practice Exercise Data

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Assigning A Macro To The Toolbar
Assigning A Keyboard Shortcut To A
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Copying A Macro
Deleting A Macro
Tips For Developing Macros
Practice Exercise
Practice Exercise Data



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