Microsoft Word 2013
Module 2 (with Challenge Exercises)

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **General Description**

The skills and knowledge acquired in *Microsoft Word 2013 - Module 2 (with Challenge Exercises)* are designed to allow the learner to create more complex documents.

❖ **Learning Outcomes**

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

- enhance and correct pictures
- create and work with *SmartArt*
- use a range of formatting techniques to position text and paragraphs
- define and modify lists
- create and apply styles
- create and work effectively with themes
- create and use templates
- use table features to improve the layout and format of tables
- learn how to work with section breaks
- create and work with a table of contents
- create and work with an index in a document
- create, use and delete bookmarks
- use a range of document proofing features
- create and edit recipient lists
- customise mail merges
- use the features of *Word* to work collaboratively with others
- understand and use the tracking feature in *Word*
- create and remove protection for your document
- insert content from other sources
- create and use building blocks
- understand, insert and work with fields in a document
- create and use interactive fields.
- create and work with electronic forms in *Word*
- create and work with macros

❖ **Prerequisites**

Microsoft Word 2013 - Module 2 (with Challenge Exercises) assumes that the learner has previously used the software to create basic documents.

❖ **Topic Sheets**

265 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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Product Information

Product Information

47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

AUSTRALIAN MADE & OWNED

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