



Microsoft Word 2013

Level 1



INFOCUS COURSEWARE

Product Code: INF1310

ISBN: 978-1-921939-53-2

❖ 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

172 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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- How Microsoft Word 2013 Works
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- 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

Your First Document

- Creating Documents In Word
- Typing Text
- The Save As Place
- The Save As Dialog Box
- Saving A New Document On Your Computer
- Typing Numbers
- Inserting A Date
- Document Proofing
- Checking Spelling And Grammar
- Making Basic Changes
- Saving An Existing Document
- Printing A Document
- Safely Closing A Document

Working With a Document

- The Open Place
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- Opening An Existing Document
- Navigating With The Keyboard
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- Page Zooming
- Viewing The Ruler
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Viewing Documents

- Viewing Multiple Pages
- Splitting The Window
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- Understanding Document Views
- Changing Document Views
- Understanding Read Mode
- Viewing A Document In Read Mode
- Using Resume Reading

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- Techniques For Selecting Text
- Selecting Text Using The Mouse
- Selecting Text Using The Keyboard
- Editing Text In Insert Mode
- Editing Text In Overtyping Mode
- Deleting Text
- Using Undo
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- Understanding Find And Replace
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- Replacing Words
- Using Go To
- Understanding Cutting And Copying
- Cutting And Pasting
- Copying And Pasting
- Drag And Drop Cutting
- Drag And Drop Copying
- Using The Clipboard Task Pane

Text Appearance

- Understanding Font Formatting
- Understanding Font Formatting Tools
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing And Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Highlighting Text
- Changing Text Colour
- Using The Format Painter
- Using The Font Dialog Box
- Clearing Font Formatting

Working With Paragraphs

- Understanding Paragraph Formatting
- Understanding Text Alignment

- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
- Starting A Numbered List
- Numbering Existing Paragraphs
- Creating A Multilevel List
- Removing Existing Numbers
- The Borders And Shading Dialog Box
- Shading Paragraphs
- Applying Borders To Paragraphs
- The Paragraph Dialog Box Indents And Spacing
- The Paragraph Dialog Box Line And Page Breaks
- Using The Paragraph Dialog Box

Working With Pages

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Tabs and Tables

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Setting Tabs In The Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs
- Understanding Tables
- Creating A Table
- Adding Data To A Table
- Selecting In Tables Using The Ribbon
- Selecting In Tables Using The Mouse
- Inserting Columns And Rows
- Deleting Columns And Rows





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- Changing Column Widths
- Changing Row Heights
- AutoFitting Columns
- Shading Cells
- Modifying Borders
- Adding Custom Borders
- Choosing A Table Style

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

Clip Art and Pictures

- Understanding Clip Art And Pictures
- Inserting Clip Art
- Selecting Clip Art
- Applying Text Wrapping Styles
- Positioning Clip Art
- Resizing Clip Art
- Applying Picture Styles To Clip Art
- Resetting Clip Art
- Deleting Clip Art
- Inserting A Picture
- Inserting An Online Picture
- Resizing A Picture
- Changing The Picture
- Cropping A Picture

Performing a Mail Merge

- Understanding Mail Merge
- Understanding The Mail Merge Process
- Creating A Recipient List
- Creating The Starting Document
- Starting The Mail Merge Wizard
- Selecting A Recipient List
- Inserting Mail Merge Fields
- Previewing The Merged Documents
- Completing The Merge

Printing Your Documents

- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting A Printer
- Printing The Current Page
- Specifying A Range Of Pages
- Specifying The Number Of Copies

Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Navigating The Help Window
- Using The Office Website
- Googling Help
- Printing A Help Topic



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