



Microsoft Word 2013

Level 3



INFOCUS COURSEWARE

Product Code: INF1312

ISBN: 978-1-921939-56-3

❖ 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, use and delete 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

155 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



Contents

SmartArt

- Understanding SmartArt
- Inserting A SmartArt Graphic
- Inserting Text
- Indenting Text
- Changing The SmartArt Style
- Changing SmartArt Colours
- Changing A SmartArt Layout
- Adding More Shapes To SmartArt
- Resizing SmartArt

Longer Documents

- Understanding Tables Of Contents
- Inserting A Table Of Contents
- Navigating With A Table Of Contents
- Updating Page Numbers
- Updating A Table Of Contents
- Customising A Table Of Contents
- Formatting A Table Of Contents
- Understanding Indexing
- Marking Index Entries
- Creating An AutoMark File
- Marking Index Entries With An AutoMark File
- Removing Marked Entries
- Generating An Index
- Modifying The Index Format
- Updating An Index

Master Documents

- Understanding Master Documents
- Understanding Subdocuments
- Creating A Master Document
- Creating Subdocuments
- Working With Master Document Views
- Inserting Subdocuments
- Formatting A Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building A Table Of Contents
- Printing A Master Document

Footnotes and Endnotes

- Understanding Footnotes And Endnotes
- Inserting Footnotes

- Inserting Endnotes
- Locating Footnotes And Endnotes
- The Footnote And Endnote Dialog Box
- Changing The Number Format
- Converting Footnotes And Endnotes
- Deleting Footnotes And Endnotes

Bookmarks and Cross References

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks
- Creating Cross-References
- Deleting Cross-References

AutoCorrect

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormat
- Using AutoFormat
- Using AutoFormat As You Type

Building Blocks

- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting A Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks

Document Proofing Features

- Proofreading Your Document
- Using Proofreading Marks
- Disabling The Spelling & Grammar Checker
- Customising The Spelling Checker
- Customising The Grammar Checker
- Using The Thesaurus
- Setting A Different Proofing Language
- Translating Selected Text
- Setting The Default Language
- Understanding Custom Dictionaries
- Adding Words To The Custom Dictionary

- Adding Words To The Custom Dictionary File
- Deleting Words From The Custom Dictionary
- Creating A Custom Dictionary
- Changing The Default Custom Dictionary
- Disabling And Enabling A Custom Dictionary
- Removing A Custom Dictionary

Working Collaboratively

- Co-Authoring Documents
- Saving To SkyDrive
- Sharing Documents
- Opening Shared Documents
- Inserting Comments
- Working With Comments
- Printing Comments

Tracking Changes

- Understanding Tracking Changes
- Enabling And Disabling Tracked Changes
- Switching Between Simple Markup And All Markup
- Using Comments In Tracked Changes
- Showing And Hiding Markup
- Showing Revisions Inline And In Balloons
- Advanced Tracking Options
- Accepting And Rejecting Changes

Comparing Documents

- Understanding Document Comparisons
- Selecting Documents To Compare
- Accepting And Rejecting Changes
- Saving The Revised Document

Protecting Documents

- Understanding Document Protection
- Making A Document Read-Only
- Working With A Read-Only Document
- Restricting Formatting
- Working With Formatting Restrictions
- Restricting Editing
- Making Exceptions





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Stopping Document Protection
Applying An Open Document
Password
Applying A Modify Document
Password

Fields

Understanding Fields
The Field Dialog Box
Inserting A Document Information
Field
Setting Field Properties
Showing And Hiding Field Codes
Showing And Hiding Field Shading
Inserting Formula Fields
Inserting A Date And Time Field
Updating Fields Automatically When
Printing
Locking And Unlocking Fields
Applying A Number Format
Understanding Interactive Fields
Inserting A FILLIN Field
Typing Field Codes Into A Document
Activating Interactive Fields
Inserting An ASK Field
Using REF To Display Bookmarks
Activating Fields Automatically

Electronic Forms

Understanding Electronic Forms In
Word
Creating The Form Layout
Understanding Content Controls
Displaying The Developer Tab
Inserting Text Controls
Setting Content Control Properties
Inserting The Date Picker Control
Inserting Prompt Text
Inserting Formulas
Inserting A Combo Box Control
Inserting A Drop-Down List Control
Protecting And Saving The Form
Using An Electronic Form
Editing A Protected Form

Macros

Understanding Macros In Word
Setting Macro Security
Saving A Document As Macro-
Enabled
Recording A Macro
Running A Macro

Assigning A Macro To The Toolbar
Assigning A Keyboard Shortcut To A
Macro
Editing A Macro
Creating A MacroButton Field
Copying A Macro
Deleting A Macro
Tips For Developing Macros



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