



INFocus COURSEWARE

Microsoft Word 2013

Module 1 (with Challenge Exercises)



Product Code: INF1387

ISBN: 978-1-925121-19-3

❖ General Description

The skills and knowledge acquired in **Microsoft Word 2013 - Module 1 (with Challenge Exercises)** are designed to provide the learner with an understanding of basic document production including how documents are created, formatted and printed.

❖ 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
- select and work with text in a document
- cut and copy information within and between documents
- work with multiple documents
- use a range of font formatting techniques
- format paragraphs
- insert headers and footers into a document
- work effectively with features that affect the page layout of your document
- apply various page layout techniques
- work with tabs
- create and modify tables
- create and format columns
- print a document
- use the **Mail Merge Wizard** to perform mail merges
- draw and format shapes
- work extensively with shapes
- insert and work with text boxes
- insert and work with clip art and pictures
- work with a **PDF** document
- modify **Word** options
- find the information you need in **Help**

❖ Prerequisites

Microsoft Word 2013 - Module 1 (with Challenge Exercises) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

294 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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Practice Exercise Data

Headers and Footers

Understanding Headers And Footers
Inserting Headers And Footers
Inserting A Blank Header
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Editing Headers And Footers
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Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Sample

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Practice Exercise Sample

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Setting Bar Tabs
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Practice Exercise

Practice Exercise Data

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Adding Data To A Table
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Practice Exercise
Practice Exercise Data

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Practice Exercise
Practice Exercise Sample

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Practice Exercise Sample

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Completing The Merge

Practice Exercise

Practice Exercise Data

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Positioning A Text Box
Resizing A Text Box
Deleting A Text Box
Drawing A Text Box
Formatting A Text Box
Practice Exercise
Practice Exercise Sample

Clip Art and Pictures

Understanding Clip Art And Pictures



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Inserting A Picture
Inserting An Online Picture
Resizing A Picture
Changing The Picture
Cropping A Picture
Practice Exercise
Practice Exercise Sample
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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
Practice Exercise
Practice Exercise Sample

Working With PDF Documents

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Viewing A PDF File In Reader
Opening And Editing A PDF In Word
Practice Exercise
Practice Exercise Sample

Setting Word Options

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Personalising Word
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Understanding File Locations
Setting File Locations
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Setting Save Options
Practice Exercise
Practice Exercise Sample

Getting Help

Understanding How Help Works
Accessing The Help Window
Navigating The Help Window
Using The Office Website
Googling Help
Printing A Help Topic
Practice Exercise
Practice Exercise Sample



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