



INFOCUS COURSEWARE

Microsoft Word 2013

Module 2 (with Challenge Exercises)



Product Code: INF1388

ISBN: 978-1-925179-49-1

❖ 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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Contents

Enhancing Pictures

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- Removing A Picture Background
- Correcting Pictures
- Colouring Pictures
- Applying Artistic Effects
- Applying Shadows And Reflections
- Applying A Glow Effect
- Softening And Beveling Edges
- Applying Picture Styles To Images
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- The Format Picture Pane
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- Changing The Picture Layout
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- Practice Exercise
- Practice Exercise Sample

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- Creating An AutoMark File
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Generating An Index
Modifying The Index Format
Updating An Index
Practice Exercise
Practice Exercise Sample

Bookmarks

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Navigating With Bookmarks
Deleting Bookmarks
Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Data

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Practice Exercise Data

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Practice Exercise
Practice Exercise Data

Working Collaboratively

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Saving To SkyDrive
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Practice Exercise
Practice Exercise Workspace

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Enabling And Disabling Tracked Changes
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Practice Exercise
Practice Exercise Sample

Protecting Documents

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Working With A Read-Only Document
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Restricting Editing
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Practice Exercise
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Practice Exercise Sample

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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



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Inserting A Drop-Down List Control
Protecting And Saving The Form
Using An Electronic Form
Editing A Protected Form
Practice Exercise
Practice Exercise Data

Macros

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Setting Macro Security
Saving A Document As Macro-
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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
Practice Exercise
Practice Exercise Data

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