



INFOCUS COURSEWARE

# Microsoft Word 2013

## Module 2 (with Challenge Exercises)



Product Code: INF1388

ISBN: 978-1-921939-98-3

### ❖ 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](http://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
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- Practice Exercise
- Practice Exercise Sample

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Generating An Index  
Modifying The Index Format  
Updating An Index  
Practice Exercise  
Practice Exercise Sample

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Practice Exercise Sample

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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

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Creating A MacroButton Field  
Copying A Macro  
Deleting A Macro  
Tips For Developing Macros  
Practice Exercise  
Practice Exercise Data

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