



INFOCUS COURSEWARE

Operate Word Processing Applications

Microsoft Word 2013



WATSONIA PUBLISHING

Product Code: INF883

ISBN: 978-1-925298-22-2

❖ General Description

The skills and knowledge acquired in Operate Word Processing Applications - Microsoft Word 2013 are sufficient to be able to operate word-processing applications and perform basic operations, including creating and formatting documents, creating tables and printing documents.

❖ Learning Outcomes

At the completion of this course you should be able to:

- identify and set up elements that constitute safe and healthy computer usage
- work with the basic features of **Word**
- create a new document
- work with a document
- use a range of font formatting techniques
- work effectively with features that affect the page layout of your document
- work with multiple documents
- apply styles and themes
- cut and copy information within and between documents
- insert headers and footers into a document
- save documents in a variety of formats, locations and with different names.
- create and modify tables
- insert and work with pictures in a **Word** document
- print a document

❖ Prerequisites

Operate Word Processing Applications - Microsoft Word 2013 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

128 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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Applying OHS Practices

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- Setting Up an Ergonomic Workstation
- Breaks and Exercises
- Ensuring a Healthy Work Environment

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- Creating a New Blank Document
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- How Microsoft Word 2013 Works
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- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
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