

Microsoft® Word 2013 – Intermediate

Duration: 1 day

This course has been designed as a follow on from the Word Introduction. It will build on knowledge learned and introduce new tools to enable the creation of more professional looking reports and other types of documents.

Pre-Requisites

As this is a follow on from the introduction course, experience of using Word to the Introduction level is essential to attend this course. This knowledge can be gained either from the workplace or from attendance on the Word Introduction course

Course Objectives

Upon completion of this course participants will be able to:

- Work with Lists
- Use Section Breaks
- Set-up Headers and Footers
- Track Changes
- Work with images
- Use the Table function
- Use the Borders and Shading functions
- Use Mail Merge/Label Merge

Course Outline

Working with Lists

- Working with Bullets and Numbering
- Customising numbered/bulleted lists
- Resetting bullet/number styles
- Create an Image Bullet
- Using a Multilevel Numbered list

Using Section Breaks

- Working with section breaks
- Inserting a Next page break
- Inserting a Continuous break
- Controlling Page settings using Section breaks

Working with Headers and Footers

- Creating headers and footers
- Inserting the current page number
- Inserting the current date

- Creating a first page header/footer
- Setting the starting page number

Track Changes

- Switching Track Changes on
- Changing the Track changes default options
- Accepting and rejecting changes to a document

Working with Images

- Adding an Image to a document
- Moving an image around text
- Picture Effects
- Cropping Images

Using Tables

- Creating a table
- Navigating a table
- Entering text into a table

- Hiding and showing gridlines
- Using the Table ribbon bars
- Converting existing text into a table

Borders and Shading

- Applying a page border
- Adding a document Watermark
- Adding an Image Watermark

Using Mail Merge/Label Merge

- Working with Mail Merge Ribbon Bar
- Creating a data source
- Inserting merge fields in a document
- Previewing merged data
- Merging to a new document
- Sorting records to be merged
- Merging to the printer
- Creating a Label Merge
- Merging data to the correct label