

Word 2013 — Basic

What does this course offer you?

Word 2013 offers innovative new functions and a new user interface. Learn how to work with Tabs and the ribbon, navigation panes and the Backstage view: from saving, opening and editing documents to the design of the text layout using formatting, all the way to inserting graphics and tables. Also learn how to save your documents in other file formats, e.g. in PDF format. Use the convenient Mail Merge functions and the wide range of spelling checker options for your documents



The primary subject matter of the course:

Using Word

- Starting and closing Word
- Opening and saving a document
- Creating and opening a document
- Saving a document on a mobile drive
- Saving a document under a different file type
- Switching between open documents
- Word options
- Using the Word Help
- Shrinking, enlarging and moving the display
- Working with the Ribbon
- Quick access, navigation pane and context menu

Editing a document

- Different views of a document
- Entering text
- Entering symbols and special characters
- Displaying formatting marks
- Selecting text
- Editing and deleting text
- Searching for and replacing text elements
- Moving and copying text using drag & drop
- Moving and copying text using the clipboard
- Undoing actions

Applying formatting

- Formatting text quickly
- Enhanced formatting
- Automatic hyphenation
- Working with paragraphs
- Working with line breaks
- Good practice: Aligning text
- Aligning text
- Indenting paragraphs
- Working with tabs
- Working with paragraphs
- Numbering and bullet points
- Designing paragraphs
- Using styles
- Copying formats

Tables and objects

- Creating tables
- Selecting and deleting table sections
- Inserting and editing columns and rows
- Formatting tables
- Inserting and copying objects
- Positioning objects in a document

Mail merge

- Creating a data source
- Linking a data source
- Inserting merge fields
- Merging and printing form letters
- Mail merge for labels

Preparing a hard copy

- Page setup
- Good practice: Inserting a page break
- Inserting a page break
- Editing headers and footers
- Inserting page numbers
- Using the spelling checker
- Using the print preview
- Printing a document

What are the course requirements?

Basic knowledge of how to use a mouse and keyboard is required.

What does this course include?

In addition to the instructional content, practice exercises, test questions and expert tips are also included.

Number of lessons: 54

Learning Hours: 7
Audio Hours: 3.5