



## Microsoft® Office Word 2013: Level 1

### Training Course Content

**Course Objective:** Students will learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

**Prerequisites:** To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

### Lesson 1: Getting Started with Word

Topic 1A: Identify the Components of the Word Interface  
Topic 1B: Create a Word Document  
Topic 1C: Help

### Lesson 2: Editing a Document

Topic 2A: Navigate and Select Text  
Topic 2B: Modify Text  
Topic 2C: Find and Replace Text

### Lesson 3: Formatting Text and Paragraphs

Topic 3A: Apply Character Formatting  
Topic 3B: Align Text Using Tabs  
Topic 3C: Display Text as List Items  
Topic 3D: Control Paragraph Layout  
Topic 3E: Apply Borders and Shading  
Topic 3F: Apply Styles  
Topic 3G: Manage Formatting

### Lesson 4: Adding Tables

Topic 4A: Insert a Table  
Topic 4B: Insert a Table  
Topic 4C: Format a Table  
Topic 4D: Convert Text to a Table

### Lesson 5: Managing Lists

Topic 5A: Sort a List  
Topic 5B: Renumber a List  
Topic 5C: Customize a List

### Lesson 6: Inserting Graphic Objects

Topic 6A: Insert Symbols and Special Characters  
Topic 6B: Add Images to a Document

### Lesson 7: Controlling Page Appearance

Topic 7A: Apply a Page Border and Color  
Topic 7B: Add a Watermark  
Topic 7C: Add Headers and Footers  
Topic 7D: Control Page Layout

### Lesson 8: Proofing a Document

Topic 8A: Check Spelling and Grammar  
Topic 8B: Other Proofing Tools  
Topic 8C: Check Accessibility

### Lesson 9: Customizing the Word Environment

Topic 9A: Customize the Word Interface  
Topic 9B: Additional Save Options



## Microsoft® Office Word 2013: Level 2

### Training Course Content

**Course Objective:** Students will work with tables and charts and use styles and themes to customize the look of your documents. Improve your documents with images and custom graphic. Add building blocks of information and updatable fields to the document to improve efficiency. Control how text flows around graphics, between paragraphs, and between pages, and use section, page, and column breaks within documents. Use templates to maintain consistency between documents, and use the mail merge feature to customize and personalize content. Finally, you will create and use macros to automate tasks.

**Prerequisites:** To ensure success, students should be comfortable in the Windows environment, should have completed Word 2013: Level 1 or possess the equivalent knowledge.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

#### Lesson 1: Working with Tables and Charts

Topic 1A: Sort Table Data  
Topic 1B: Control Cell Layout  
Topic 1C: Perform Calculations in a Table  
Topic 1D: Create a Chart

#### Lesson 2: Customizing Formats Using Styles and Themes

Topic 2A: Create and Modify Text Styles  
Topic 2B: Create Custom List or Table Styles  
Topic 2C: Apply Document Themes

#### Lesson 3: Using Images in a Document

Topic 3A: Resize an Image  
Topic 3B: Adjust Image Appearance  
Topic 3C: Integrate Pictures and Text  
Topic 3D: Insert and Format Screenshots  
Topic 3E: Insert Video

#### Lesson 4: Creating Custom Graphic Elements

Topic 4A: Create Text Boxes and Pull Quotes  
Topic 4B: Draw Shapes  
Topic 4C: Add WordArt and Other Text Effects  
Topic 4D: Create Complex Illustrations with SmartArt

#### Lesson 5: Inserting Content Using Quick Parts

Topic 5A: Insert Building Blocks  
Topic 5B: Create and Modify Building Blocks  
Topic 5C: Insert Fields Using Quick Parts

#### Lesson 6: Controlling Text Flow

Topic 6A: Control Paragraph Flow  
Topic 6B: Insert Section Breaks  
Topic 6C: Insert Columns  
Topic 6D: Link Text Boxes to Control Text Flow

#### Lesson 7: Using Templates

Topic 7A: Create a Document Using a Template  
Topic 7B: Create a Template

#### Lesson 8: Using Mail Merge

Topic 8A: The Mail Merge Features  
Topic 8B: Merge Envelopes and Labels  
Topic 8C: Create a Data Source Using Word

#### Lesson 9: Using Macros

Topic 9A: Automate Tasks Using Macros  
Topic 9B: Create a Macro

## Microsoft® Office Word 2013: Level 3

### Training Course Content

**Course Objectives:** In Word 2013: Part 2, you gained the skills to work with more complex business documents and automate tasks. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word to efficiently accomplish these tasks.

**Prerequisites:** To ensure success, students should be comfortable in the Windows environment, and should be to perform include tasks such as opening and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed Word 2013: Level 1 and Level 2 or possess the equivalent knowledge.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

### Lesson 1: Collaborating on Documents

Topic 1A: Modify User Information  
Topic 1B: Share a Document  
Topic 1C: Compare Document Changes  
Topic 1D: Review a Document  
Topic 1E: Merge Document Changes  
Topic 1F: Review Tracked Changes  
Topic 1G: Coauthor a Document

### Lesson 2: Adding Reference Marks and Notes

Topic 2A: Add Captions  
Topic 2B: Add Cross-References  
Topic 2C: Add Bookmarks  
Topic 2D: Add Hyperlinks  
Topic 2E: Insert Footnotes and Endnotes  
Topic 2F: Add Citations and a Bibliography

### Lesson 3: Simplifying and Managing Long Documents

Topic 3A: Insert Blank and Cover Pages  
Topic 3B: Insert an Index  
Topic 3C: Merge Document Versions  
Topic 3D: Insert an Ancillary Table  
Topic 3E: Manage Outlines  
Topic 3F: Create a Master Document

### Lesson 4: Securing a Document

Topic 4A: Suppress Information  
Topic 4B: Set Formatting and Editing Restrictions  
Topic 4C: Add a Digital Signature to a Document  
Topic 4D: Restrict Document Access

### Lesson 5: Forms

Topic 5A: Create Forms  
Topic 5B: Manipulate Forms