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Module Title : Microsoft Word 2013 intermediate
Duration : 1 day

Introduction

This training required some knowledge about Microsoft Word. In this training you will be gain knowledge about Word 2013 applications.

Contents

In this module it will explained how to enhance Word to better document creation.

Module 1: Creating Templates

- Creating a Template
- Saving a Template
- Using a Template
- Editing a Template
- Attaching a Template to a Document

Module 2: Working with Styles

- Creating Styles
- Applying Styles to Text
- Modifying Styles
- Deleting Styles
- Saving Style Sets

Module 3: Working with Paragraphs

- Moving Text
- Applying Bullets and Numbers
- Changing Line Spacing
- Aligning and Justifying Text
- Working with the Paragraph Dialog

Module 4: Formatting the Page

- Inserting a Cover Page
- Formatting Text as Columns
- Adding Watermarks
- Changing the Page Color
- Adding a Page Border

Module 5: Inserting Art and Objects, Part One

- Inserting Tables
- Inserting Charts
- Inserting SmartArt
- Inserting Equations
- Inserting Screenshots

Module 6: Inserting Art and Objects, Part Two

- Inserting Local Pictures
- Inserting Online Pictures
- Inserting Videos
- Drawing Shapes
- Inserting Text Boxes

Module 7: The Finishing Touches

- Checking Spelling
- Inserting Page Numbers
- Adding Headers and Footers