Iverson Associates Sdn Bhd (303330-M)
Suite T113 – T114, 3rd Floor, Centrepoint, Lebuh Bandar Utama
Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan
Tel: 03-7726 2678 Fax: 03-7727 9737 Website: www.iverson.com.my

Module Title : Microsoft Word 2013 basic
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: Getting Started

- Getting Started
- Signing In
- Saving a Document
- Opening a Document
- Creating a New Document

Module 2: Your First Document

- Typing and Deleting Text
- Selecting Text
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Searching a Document
- Using Find and Replace

Module 3: Formatting Text, Part One

- Changing the Font Face
- Changing the Font Size
- Changing the Font Color
- Applying Basic Text Effects
- Applying Advanced Text Effects
- Working with the Font Dialog

Module 4: Formatting Text, Part Two

- Applying Styles
- Changing the Theme
- Changing Document Formatting
- Choosing a New Color, Font, or Effects Scheme

- Using the Format Painter
- Clearing Formatting

Module 5: Viewing Your Document

- Using Views
- Using Zoom
- Using the Navigation Pane
- Viewing Documents Side-by-Side

Module 6: Printing and Sharing Your Document

- Saving a Document as PDF or XPS
- Editing PDF Documents
- Printing a Document
- E-Mailing a Document
- Sharing Your Document on SkyDrive

Module 7: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes