

Word 2013 Advanced

Length: 1 Day

Summary: At this level participants will learn the more advanced features of Word that involve technical elements of document editing and sharing/reviewing features. It also covers working with graphics, advanced use of tables and an introduction to macros and automation.

COURSE CONTENT

1: SORTING AND MERGING TEXT AND DATA

- Sorting
- Merging
- Protect Document

2: WORKING WITH FORMULAS, WORKSHEETS, AND CHARTS

- Calculating in Tables
- Using Formulas
- Using Worksheets
- Creating and Modifying Worksheets
- Embedding Existing Excel Worksheets
- Working with Charts
- Importing and Copying Data into a Datasheet

3: INTRODUCTION TO MACROS

- Recording and Running Macros
- Managing Macros
- Deleting Macros

4: ENHANCING DOCUMENTS

- Working with Graphics
- Modifying Graphics
- Positioning and Deleting Graphics
- Using Advanced Enhancement Techniques
- Inserting Special Characters
- Inserting Watermarks
- Formatting First Pages

5: REVIEWING DOCUMENTS

- About saving versions of a document
- Document Compare
- Tracking Changes
- Shared workspace
- WordArt

APPENDIX A: NEW FEATURES IN WORD 2013

- Compatibility
- The Office 2013 Interface
- The Word Screen
- The Ribbon
- Dialogue box launchers
- Contextual Tabs
- Customize the Ribbon
- The Mini toolbar
- The Quick Access Toolbar
- Using the keyboard (Key Tips in v2013)
- Other New Features In Word 2013
- File Menu Options
- Screen Views and Document Navigation
- New Graphics features
- Sharing Documents