

## Word 2013 Introduction

**Length:** 1 Day

**Summary:** Students will learn the basics of creating, editing, and saving documents in the Introduction level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

### COURSE CONTENT

#### 1: CREATING AND EDITING DOCUMENTS

- Starting Documents
- Starting Word
- Identifying Components of the Word Screen
- The Word Ribbon
- Creating and Opening Documents
- Moving the Insertion/Cursor Point
- Building and Editing Documents
- Selecting Text
- Replacing and Deleting Blocks of Text
- Moving and Copying Text
- Modifying Page Breaks
- Finishing Documents
- Previewing Documents
- Printing Documents
- Closing Documents
- Assignment

#### 2: FORMATTING TEXT

- Enhancing Text
- Applying Text Formatting Effects
- Removing Text Formatting
- Using Undo and Redo
- Using the Repeat Command to Apply Formatting
- Viewing and Copying Formatting
- Using Format Painter
- Using Bullets and Numbers
- Applying Bullets and Numbers as You Type
- Assignment

#### 3: FORMATTING DOCUMENTS

- Formatting Paragraphs
- Changing Line or Paragraph Spacing
- The Ruler

- Indenting Paragraphs
- Setting Tabs Using the Tabs Dialog Box
- Setting Tabs Using the Ruler
- Formatting Pages and Sections
- Setting Margins
- Inserting Page Numbers
- Inserting and Deleting Section Breaks
- Using the Go To Command
- Applying Page Setup Formatting to Sections
- Changing a Section's Page Numbering
- Assignment

#### 4: USING ADVANCED PAGE SETUP TECHNIQUES

- Using Headers and Footers
- Creating Alternating Headers or Footers
- Creating Section Headers or Footers
- Using Styles and Templates
- Managing the Quick Style Gallery
- Templates
- Using Templates to Create Documents
- Generating Envelopes and Labels
- Creating Labels
- Assignment

#### APPENDIX A: NEW FEATURES IN WORD 2013

- Compatibility
- The Office 2013 Interface
- The Word Screen
- The Ribbon
- Dialogue box launchers
- Contextual Tabs
- Customise 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
  - Removing Print Titles
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