

Microsoft Word 2013 - Intermediate

General Description

Design and produce longer and more sophisticated documents using headers and footers, styles and section breaks. Enrich documents with shapes, text boxes and pictures.

Learning Outcomes

- Manage multiple documents, insert cover pages and create columns of text
- Indent paragraphs, adjust hyphenation, hide text and reveal formatting
- Save a document as a PDF file and edit PDF files in Word
- Set customised Word options and manage document properties
- Format text with built in styles and create character and paragraph custom styles
- Apply built in themes, create custom themes and apply themes to templates
- Use installed templates, create custom templates and copy styles between templates
- Insert next page, continuous, even page and odd page section breaks
- Create, edit and format custom headers and footers
- Preview and complete a mail merge operation
- Draw, edit and format shapes
- Insert, modify, format and link text boxes
- Produce a table from text, insert table formulas, sort table data and adjust table structures
- Correct pictures, apply artistic effects and change picture layouts

Duration

One Day

Prerequisite

Basic understanding of Microsoft Word

Topics

Document Techniques

Formatting Techniques

Working with PDF Documents

Preferences and Properties

Styles

Themes

Templates

Section Breaks

Headers and Footers

Merging Techniques

Shapes

Text Boxes

Table Features

Enhancing Pictures