

Microsoft Word 2013 - Introduction

General Description

Develop the skills to produce documents such as letters, memos and basic reports.

Learning Outcomes

- Navigate the Ribbon, launch dialog boxes and customise the Quick Access Toolbar
- Create a new document and perform basic file management
- Navigate a document, apply page zooming and display the ruler
- Work with multiple pages of a document and switch between alternative document views
- Select text using a variety of techniques, replace words and perform cut, copy and paste operations
- Apply font formatting, use the format painter and clear font formatting
- Adjust text alignment, indent paragraphs, create bulleted and numbered lists and shade paragraphs
- Change page orientation, set page margins, insert page breaks and add page numbering
- Manage a variety of tab settings and produce tables with customised structures and formatting
- Insert, position and resize Clip Art and pictures
- Preview and complete a mail merge operation using the Mail Merge Wizard
- Print preview a document, perform a quick print and adjust print settings
- Access the Help window, navigate help topics and print help content
- Create high quality document designs and page layouts

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting Started with Word 2013

Your First Document

Working with a Document

Viewing Documents

Working with Text

Text Appearance

Working with Paragraphs

Working with Pages

Tabs and Tables

Clip Art and Pictures

Performing a Mail Merge

Printing Your Documents

Getting Help

A Guide to Brilliant Documents