

Ref : EB21-310

# Word 2013

## From essential to advanced skills

### Aim

Discover Word and master all its features. From the essential to the advanced commands, this training programme will make it possible for you to progress in all aspects of the application (entering text, formatting and page layout, inserting tables, pictures and graphic objects, advanced features such as templates, mail merge and managing long documents...).

### Target audience

Any user who wishes to discover or revise Word's basic features and address its more advanced features.

### Level required

No prior knowledge of Word is necessary. However, some use of the software may make it possible to progress faster.

### Estimated time to complete the essential modules

18h 05min

## Course content

### ► The essential modules

#### Word 2013 – Level 1: Essential skills



MEDIPlus  
eLearning

This module offers interactive training consisting of 54 training videos, 54 exercises and 6 additional resources.

#### Get started in Word

- You need to know: About your word processor
- Opening a document
- Overview of the environment
- Moving around a document
- Displaying the nonprinting characters
- You need to know: Text made easy
- Entering text
- Managing paragraphs
- You need to know: Selecting, copying, moving
- Selecting and deleting text
- Undoing, redoing, repeating an action
- You need to know: Saving files
- Saving a document
- Creating a new document

#### Apply basic text formatting

- You need to know: Formatting characters
- Applying a quick style
- Applying a theme
- Formatting characters
- Character colour
- Character case
- Character font and size

**Arrange paragraphs on the page**

- Paragraph indents
- Paragraph alignment
- Paragraph spacing
- Line Spacing
- Borders and shading
- Moving text
- Copying text

**Page layout, pagination and printing**

- Page layout
- Zoom
- Printing
- Page breaks
- You need to know: Headers and footers
- Headers and footers
- Page numbering

**Managing tabs and lists**

- Setting a tab stop
- Tab stop with a leader line
- Managing tab stops
- Numbered and bulleted lists
- Customised bulleted list
- Customised numbered list
- Different levels in a list
- List styles
- Line breaks
- Hanging indents

**Learn some new skills**

- Using Microsoft Word Help
- Inserting a document/cover page/blank page
- Hyphenation
- Nonbreaking space or hyphen
- Inserting special characters
- Character spacing and position
- Finding text/formatting
- Replacing text/formatting
- Copying formats
- Checking spelling and grammar
- Managing a custom dictionary
- AutoCorrect settings
- Finding synonyms
- Search and translation functions
- Views and windows

## Word 2013 – Level 2: Intermediate skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 41 training videos, 41 exercises and 1 additional resource.

### Create a table

- Creating a table
- Moving around/filling in a table
- Selecting and inserting rows and columns
- Deleting rows and columns
- Table styles
- Formatting cells
- Row height and column width
- Alignment in cells, table alignment
- Merging or splitting cells
- Converting text to table, table to text
- Sorting a table or a list of paragraphs
- Calculating in a table

### Add graphic objects to your texts

- Drawing an object
- Sizing/rotating/adjusting a drawing object
- Moving/copying a drawing object
- Formatting a drawing object
- Text in a drawing object/WordArt
- Formatting text in an object/WordArt
- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Captions and table of illustrations
- Document background
- Charts
- Inserting objects from other applications
- Diagrams

### Avoid repetitive typing

- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- The computer's date and time

### Make letters - or mailshots - simple

- Creating envelopes/address labels
- You need to know: The mail merge
- Mail merge: associating document and recipients
- Inserting mail merge fields
- Running a mail merge
- Editing the recipients
- Adding and deleting recipients
- Sorting a list of recipients
- Selecting the records to print
- Conditional text in a mail merge
- Printing labels via the mail merge
- Fields for variable data

## Word 2013 – Level 3: Advanced skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 46 training videos, 46 exercises and 6 additional resources.

### Master themes, styles and templates

- You need to know: Styles and templates
- Creating a style
- Using the Styles pane
- Modifying a style
- The Normal style
- Deleting a style
- Style sets
- Displaying formatting details
- Creating and customising a theme
- Creating and using a template
- Modifying and deleting templates
- Changing the template attached to a document
- Copying styles to other files

### Get started with long documents

- Moving around a long document
- Sections
- Using different headers and footers
- Managing automatic page breaks
- Footnotes/endnotes
- Managing footnotes/endnotes
- Hierarchy of titles
- Outline view
- Table of contents

### Perfect your long documents

- Bookmarks
- Cross references
- Hyperlinks
- Text in columns
- Master document
- Index
- Citations and bibliography

### Work as a team

- Blog posts
- You need to know: Import, export and interoperability with Word
- Transfer, export: PDF, XPS, text, web page, e-mail
- Comments
- Tracking changes
- Managing tracked changes
- Merging and comparing documents
- Protecting a shared document
- Protecting a document with a password
- Finalising a document
- Digital signatures

- **Find out** more...
- Drop caps
- Managing application preferences
- Statistics and document properties
- Macros
- Converting Word documents
- Creating a form
- Protecting and using a form
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: The Microsoft account
- You need to know: Best practice with a word processor

## ► Complementary material

### Word 2013 – Reference book



Online book

This module includes digital course material.