

## MICROSOFT WORD 2013 ESSENTIALS

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Microsoft Word  
2013  
Essentials



**COURSE LENGTH: 1.0 DAYS**

Microsoft Word is one of the most popular word processing programs in the world and having the essential skills in MS Word can be very advantageous as a prospective or existing employee.

The PD Training Microsoft Word 2013 Essentials Training Course provides beginners with skill development in many of the primary functions of Word 2013 such as formatting tasks and paragraphs, understanding the interface, using styles, editing, sharing and more. This training course is designed for easy and effective learning by beginners to empower them to use Word 2013 effectively and efficiently.

This dynamic training course is now available throughout New Zealand, including Auckland, Wellington or Christchurch and also via instructor-led online training.

Please click on the Public Class tab below to view our Microsoft Word 2013 Essentials Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT WORD 2013 ESSENTIALS COURSE OUTLINE

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### FOREWORD

Word 2013 Essentials Training Course covers all important features of the word processing application that are necessary for using it expertly. During the training course, participants gain understanding and use of the various new features of Word including formatting tools, working with paragraphs, formatting the page, and working with art and objects.

The course provides comprehensive training in a short time, and is designed for developing practical skills that benefit participants in their work.

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### OUTCOMES

Word 2013 Essentials Training Course is the fastest way to gain a comprehensive understanding of all essential features of Word 2013, and gain skills in using it expertly.

**After completing this course, participants will have learned to:**

- Use basic features such as find, replace, text selection, and typing and deleting text
  - Change the font face, size and colour
  - Add effects
  - Change themes
  - Alter document formatting
  - Use the format painter
  - Clear formatting
  - Align and justify text
  - Apply bullets and numbers
  - Insert a cover page
  - Add watermarks
  - Add page border
  - Insert tables, charts, equations, SmartArt, and screenshots
  - Insert local and online pictures
  - Insert videos
  - Use the Navigation Pane
  - Print and share a document
  - Change Ribbon Display options
  - Customise the Quick Access toolbar
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### MODULES

#### Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives

#### Lesson 2: Opening Word

- Opening Word
- Using the Recent List
- Opening Files

- The Parking Lot
- Action Plan

- Creating a Blank Document
- Creating a Document from a Template
- Module Two: Review Questions

### Lesson 3: Working with the Interface

- Understanding the Ribbon and the Status Bar
- About Your Account
- Using Backstage View
- Saving Files
- Closing Files
- Closing Word
- Module Three: Review Questions

### Lesson 4: Your First Document

- Typing Text
- Selecting Text with the Mouse or Keyboard
- Editing and Deleting Text
- Dragging and Dropping Text
- Inserting a Symbol or Number
- Starting a New Page
- Module Four: Review Questions

### Lesson 5: Basic Editing Tasks

- Using Cut, Copy, and Paste
- Using Undo and Redo
- Finding and Replacing Text
- Setting Paste Options
- Checking Your Spelling
- Module Five: Review Questions

### Lesson 6: Working with Font Formatting

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Colour
- Highlighting Text
- Adding Font Enhancements
- Module Six: Review Questions

### Lesson 7: Advanced Formatting Tasks

- Changing Case
- Using the Format Painter
- Using the Font Dialog
- Clearing Formatting
- Module Seven: Review Questions

### Lesson 8: Formatting Paragraphs

- Changing Spacing
- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets, Numbering, and Multilevel Lists
- Adding Borders and Shading
- Using the Paragraph Dialog
- Module Eight: Review Questions

### Lesson 9: Working with Styles

- About Styles
- Applying a Style
- Changing the Theme
- Changing the Style Set
- Changing Theme Colours and Fonts
- Module Nine: Review Questions

### Lesson 10: Formatting the Page

- Formatting Text as Columns
- Changing Page Orientation
- Changing the Page Colour
- Adding a Page Border
- Adding Headers and Footers
- Module Ten: Review Questions

### Lesson 11: Sharing Your Document

- Previewing and Printing Your Document
- Inviting People
- E-Mailing Your Document
- Module Eleven: Review Questions

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)