Microsoft Word 2013 with Pitman Training

Being confident in Microsoft Word is essential for anyone who either works or aspires to work in an office environment, it's therefore very important to choose your training programme carefully.

Designed for

This course is suitable for beginners and is ideal for anyone who works, or aspires to, work in an office environment. For example those working in roles such as Admin Assistant, Office Administrator, Secretary, PA, EA or VA would find this course extremely valuable.

Aims and Objectives

Pitman Training's MS Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible. You don't need any prior experience of Microsoft Word, but you will need to be familiar with using a computer and the Windows environment.

Depending upon the version of Word you need, we have the perfect course for you; including Microsoft Word 2013, the most recently released version. Our training will also assist you in taking the Microsoft Office Specialist test (MOS) exam.

Your studies will cover the basics – from starting Word, to inputting text, saving documents, page breaks, auto-correct, cut and paste, indenting and bullets, page numbers, the use of tables, WordArt and text boxes, clipart, the use of columns through to applying, creating and modifying styles.

This is a self-study programme, so you can choose to learn at your own pace, with support and encouragement provided by our friendly course advisors when you need it.

Prerequisites

A basic understanding of word processing.

Course Content

Lesson One: Starting Word 2013, opening a document, keying in, selecting and editing text, navigating, backstage view, printing, hiding/minimising the ribbon, saving and closing a document, Word Help

Lesson Two: creating/opening a document from a template, customising and saving the document, document views, showing formatting marks, deleting page breaks, formatting text including using text effects and typography, text alignment, repeat, clearing formatting; click and type

Lesson Three: spelling and grammar, Word Options, thesaurus and research pane, translating text, showing/hiding rulers, margins, line and paragraph spacing, opening recently used documents, working in multiple windows, undo and redo, creating a folder, saving a file with a different name and format

Lesson Four: Using AutoCorrect, building blocks, inserting date and time, modifying a field, tabulation, deleting building blocks and AutoCorrect entries

Lesson Five: Moving and copying text, format painter, using keyboard shortcuts, searching for text, finding and replacing text, finding and replacing formatting

Lesson Six: Indenting text, bulleted lists, numbered lists, multilevel numbering, formatting numbering levels, defining new bullets, drag and drop, setting indents, copying text between documents

Lesson Seven: The navigation pane, Resume Reading, page breaks, text flow options, page numbers, headers and footers, section breaks, page orientation, printing selected pages, restoring settings

Lesson Eight: Creating a table, formatting contents, text direction, AutoFit, inserting and deleting rows and columns, resizing rows and columns, selecting parts of a table, applying borders/shading, using the border painter, show/hide gridlines, inserting space above a table, merging/splitting cells, calculations, repeating header rows, distributing rows and columns evenly, converting text into a table, applying number in a table sorting, table styles

Lesson Nine: WordArt – formatting, aligning, moving and copying, shape styles and effects, text styles and effects; Text boxes – drawing and formatting, using preformatted text boxes; Shapes - drawing, formatting and grouping, adding text and effects; Pictures - online and saved pictures, correcting and adding artistic effects, text wrapping; Forms – creating a form, page background colour, columns, watermarks

Lesson Ten: Applying, modifying and creating styles, navigating headings in the navigation pane, templates, themes, saving documents in different formats

Benefits

- **Learn how to use this popular word processing program**
- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A personalised workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: 24 hours