

Microsoft Office Word 2013: Level 1

Objectives: You will create, edit, and enhance standard business documents using Microsoft Office Word 2013.

Designed for: This course is intended for individuals who want to gain basic knowledge of working with Word.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content:

Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

Proofreading a Document

- Check Spelling and Grammar
- Other Proofing Tools
- Check Accessibility

Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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