

Microsoft Office Word 2013: Level 2

Objectives: You will create complex documents and build personalized efficiency tools using Microsoft Office Word 2013.

Designed for: This course is designed for people who are able to create and modify standard business documents in Microsoft Word 2013, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist people preparing for the Microsoft Office Specialist exams for Microsoft Word 2013.

Prerequisites: Learners should be able to use Microsoft Word 2013 to create, edit, format, save, and print basic business documents containing text, tables, and graphics.

Course Content:

Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

Customizing Format using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and other Text Effects
- Create Complex Illustrations with SmartArt

Inserting Content using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields using Quick Parts

Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Using Templates

- Create a Document using a Template
- Create a Template

Using Mail Merge

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source using Word

Using Macros

- Automate Tasks using Macros
- Create a Macro

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...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



► Microsoft Skills ► MOS & ECDL ► Sage ► IT Professional ► Keyboard Skills ► Management Skills
► Secretarial & PA ► Administration ► Personal Development ► Shorthand ► Bookkeeping & Accounts