

Word 2013 - Part 2

Course Overview

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This is a 1-day class

Students will learn to use Word more efficiently by automating some tasks and creating complex documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels.



Other Prerequisites

Word 2013 - Part 1

Course Outline

1 Working with Tables and Charts

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

2 Customizing Formats Using Styles and Themes

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

3 Using Images in a Document

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

4 Creating Custom Graphic Elements

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

5 Inserting Content Using Quick Parts

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

6 Controlling Text Flow

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

Word 2013 - Part 2

7 Using Templates

Create a Document Using a Template
Create a Template

8 Using Mail Merge

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

9 Using Macros

Automate Tasks Using Macros
Create a Macro