

[MSWOR13E]: Microsoft Word 2013 Expert

Length : 3 Days
Technology : Microsoft Office 2013
Delivery Method : Instructor-led (Classroom)

Course Overview

The Microsoft Word 2013 Expert teaches the information worker how to use a variety of intermediate and advanced features to create and format business documents such as online forms, and personalized mailings; include reference tables; manage multiple documents; and customize various Word elements. Some topics will review core skill sets and will then be discussed in more detail, exploring at a higher level different options that can be chosen or applied for the skill set.

At Course Completion

- Set tracking options
- Limit authors
- Restrict editing
- Track changes and manage comments
- Resolve multi-document style conflicts
- Combine multiple versions
- Delete document draft versions
- Remove personal information (metadata)
- Mark a document as final
- Protect a document with a password
- Use wildcards to find or replace searches
- Set advanced layout options
- Create or break section links
- Create custom styles
- Customize existing styles
- Create character-specific styles
- Create custom field formats
- Create and manage building blocks
- Create and modify colors or fonts for themes
- Create and modify templates
- Organize styles, Quick Parts, or macros from one document/template to another
- Link to external data
- Understand what the main document and recipient list are

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- Perform a simple mass mailing task
- Insert fields into a blank form
- Use a customized form with fill-in fields
- Lock a form to fill-in fields only
- Create outlines, promote or demote text
- Set up a master document with subdocuments
- Create a table of contents or table of authorities
- Mark index entries and then create the index
- Look at advanced reference options for captions, footnotes/endnotes, or citations
- Configure language options in documents
- Add Alt-text on document elements
- Use accessibility tools with documents
- Apply global content standards
- Manage multiple options for +Body and +Heading fonts
- Modify tab order in various elements and objects

Participants who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Word 2013 Expert Exams #77-425 and #77-426. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Pre-Requisites

- Completed Microsoft Word 2013 Core
- Or Have equivalent Microsoft Word 2013 knowledge and experience:
 - Access commands and features
 - Use backstage to save, open, close or print documents
 - Select text to perform editing tasks
 - Apply simple formatting to characters and paragraphs
 - Set tabs to align text in columns
 - Apply bullets or numbers to simple or multilevel bullets
 - Apply page formatting
 - Use specific types of breaks to apply different page formats in a document
 - Work with backgrounds or themes
 - Apply headers or footers to a document
 - Apply various tools to control the flow of text
 - Proofread documents for spelling or grammar errors, as well as recognize contextual errors
 - Find and replace text or items

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- Create and manipulate a table using formatting or table options
- Insert, format or arrange various illustrations
- Insert and identify various reference tools
- Use QuickParts to assist with frequent-use items
- Use the Building Blocks Organizer
- Create and manage macros

Course Outline

Module 1: Reviewing Documents

Lessons

- Managing Documents
 - Setting Tracking Options
 - Tracking Changes or Comments
 - Reviewing a Document from Others
 - Comparing or Combining Documents
 - Deleting Draft Versions of Documents
 - Resolving Multi-document Style Conflicts
- Protecting Documents
 - Using Passwords
 - Using the Document Inspector
 - Marking a Document as Final
- Lesson Summary
- Review Questions

Module 2: Applying Advanced Formatting

Lessons

- Using Wildcards in Searches
- Setting Advanced Formatting Features
 - Changing Character Spacing Options
 - Setting Advanced Layout Options
 - Using AutoFormat
 - Working with Section Links
 - Linking Text Boxes
 - Customizing Styles
 - Customizing Field Formats
- Lesson Summary
- Review Questions

Module 3: Customizing Document Elements

Lessons

- Working with Building Blocks
 - Using Quick Parts
 - Using the Building Blocks Organizer
- Customizing Themes
 - Modifying the Colors

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- Modifying the Fonts
- Customizing Style Sets
- Working with Templates
 - Sharing Template Tools
- Lesson Summary
- Review Questions

Module 4: Working with Forms

Lessons

- Creating Mailing Documents
 - Understanding the Main Document
 - Understanding Data Sources
 - How Do I Merge
 - Using Existing Documents
 - Setting Rules for Merges
- Creating Online Forms
 - Locking the Form
- Lesson Summary
- Review Questions

Module 5: Working with Large Documents

Lessons

- Creating Outlines
- Using Master Documents
- Referencing Information
 - Creating a Table of Contents
 - Creating an Index
 - Inserting a Table of Figures
 - Using a Table of Authorities
 - Setting Advanced Reference Options
- Lesson Summary
- Review Questions

Module 6: Setting Up Global Accessibility

Lessons

- Preparing Documents
 - Adjusting the Display
 - Setting the Language
 - Changing the View Mode
 - Using Voice or Speech Devices
- Managing Fonts
- Checking Documents for Accessibility
 - Using Alt-Text
 - Modifying Tab Order in Forms
- Lesson Summary
- Review Questions

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