

[AVWSQ-WOR13Basic]: WSQ ICDL® Microsoft Word 2013 Basic

Length	: 2 Days
Audience(s)	: Information workers who are new to Microsoft Word or word processing skills & users who wants to improve their basic Word skills
Level	: Operations
Technology	: Microsoft Operating System and Microsoft Office 2013
Delivery Method	: Instructor-led (Classroom)

Course Overview

This introductory course gets participants started with the following skills:

- Use Microsoft Word as a word processing application
- Use Microsoft Word for creating letters and documents and enhancing document content

Audience Profile

- Participants new to Microsoft Word or word processing skills
- Participants who want/need to improve their basic Microsoft Word skills

At Course Completion

- Use Microsoft Word features to create and manage output of documents
- Use Microsoft Word features to enhance documents
- Use Microsoft Word tools to enhance productivity

Pre-Requisites

No pre-requisite is needed in this course.

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Course Outline

Section 1: Introduction to Microsoft Word

Lessons

- Working with documents
 - Getting started
 - Exploring word 2013 interface
 - Opening word documents
 - Saving word documents
- Enhancing productivity
 - Setting basic options in the application

Exercise: starting and exploring word

Section 2: Document Content Creation

Lessons

- Entering Text
 - Switching between view modes
 - Typing and deleting text
- Selecting and editing text
 - Displaying hidden formatting symbols
 - Selecting text
 - Editing text
 - Using find and replace
 - Using cut, copy, and paste
 - Using undo and redo command

Exercise: creating a word document

Section 3: Formatting

Lessons

- Formatting Text
 - Changing font face, size and color
 - Applying text effects
 - Applying styles
 - Using the format painter
- Formatting paragraphs
 - Formatting marks
 - Aligning and justifying text
 - Using tabs
 - Indenting paragraphs
 - Applying line & paragraph spacing
 - Using bullets and numbering
 - Adding borders or shading

Exercise: formatting text

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Exercise: formatting paragraphs**Section 4: Table and Graphical Objects****Lessons**

- Tables
 - Creating Tables
 - Formatting Tables
- Working with graphical objects
 - Inserting charts
 - Inserting pictures
 - Editing objects

Exercise: creating tables**Exercise: inserting a chart****Exercise: inserting a picture****Exercise: inserting a shape****Section 5: Mail Merge****Lessons**

- Performing Mail Merge
 - Preparing Mail Merge
 - Completing Mail Merge

Exercise: Performing Mail Merge**Section 6: Spell Check, Page Setup and Printing****Lessons**

- Setting Up Document
 - Laying out your page
 - Creating headers and footers
 - Adding new pages
 - Adding section breaks
- Checking and printing document
 - Checking document
 - Printing document

Exercise: preparing your document**AVANTUS TRAINING PTE LTD**

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