Microsoft Word 2013 Intermediate

Duration: 1 Day

This course has been designed for existing users of Microsoft Word who wish to explore the application further.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Tables

- Creating a table
- Using the table formats
- Merging and splitting cells
- Deleting and inserting rows/columns
- Using the design and layout tabs

Miscellaneous

- Borders and shading
- Quick parts
- Inserting a watermark
- Inserting a Screen Shot
- Themes
- Cover pages

Drawing

- Drawing an object
- Resizing and object
- Moving and nudging an object
- Shading and outlining objects
- Grouping and aligning objects
- Rotating objects
- Duplicating objects
- Ordering objects
- Working with Pictures
- Working with WordArt
- Working with SmartArt

Working with Paragraphs

- Basic numbered paragraphs
- Multi-level lists
- Setting tabs
- Changing margins
- Changing line spacing

Headers and Footers

- Inserting headers and footers
- Inserting page numbering
- Inserting the "FileName" field
- Inserting the copyright sign