

# Microsoft Office Word 2013: Part 1

## Course Overview

This course provides students with the knowledge and skills to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

### Course Introduction

1m

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### Lesson 01 - Getting Started with Word

31m

#### **Topic A: Identify the Components of the Word Interface**

Word 2013 Landing Page

A Word Document

The Word Application Window

The Ribbon

The Backstage View

The Clipboard Task Pane

The Quick Styles Gallery

Print Layout View

Last Location Bookmark

The View Tab

Demo 1-1: Working with Components of the Word Application Window

Demo 1-2: Opening and Displaying a Document in Different Views

Demo 1-3: Applying Different Window Views

Demo 1-4: Using Zoom Options

#### **Topic B: Create a Word Document**

The Print Window

Demo 1-5: Creating a New Document

Demo 1-6: Saving a Word Document

Demo 1-7: Previewing and Printing a Document

#### **Topic C: Help**

The Word Help Window

Demo 1-8: Finding Help in Word

Lesson 01 Review

### Lesson 02 - Editing a Document

19m

#### **Topic A: Find and Select Text**

Demo 2-1: Navigating and Selecting Text

#### **Topic B: Modify Text**

Live Preview

Demo 2-2: Copying and Pasting Text

The Undo Command

The Redo Command

Demo 2-3: Using the Undo and Redo Commands

### **Topic C: Find and Replace Text**

The Navigation Pane

The Find and Replace Dialog Box

Find Options

Demo 2-4: Finding and Replacing Text

Lesson 02 Review

### **Lesson 03 - Formatting Text and Paragraphs**

49m

#### **Topic A: Apply Character Formatting**

Fonts

The Mini Toolbar

The Format Painter

Demo 3-1: Applying Different Font Options to Text

Demo 3-2: Highlighting Text

Demo 3-3: Using the Format Painter to Format Text

#### **Topic B: Align Text Using Tabs**

Text Aligned with Tab Stops

The Tabs Dialog Box

Demo 3-4: Setting Tabs

#### **Topic C: Display Text as List Items**

Bulleted and Numbered Lists

Demo 3-5: Creating a Bulleted List

Demo 3-6: Creating a Numbered List

#### **Topic D: Control Paragraph Layout**

Indents Applied to Paragraphs

Demo 3-7: Setting Paragraph Alignment

Demo 3-8: Setting Indents in a Paragraph

Demo 3-9: Setting Spacing Options in a Document

Demo 3-10: Setting Hyphenation Options

#### **Topic E: Apply Borders and Shading**

Page and Paragraph Borders

Shading Applied to Bordered Text

The Borders and Shading Dialog Box

Demo 3-11: Adding Borders and Shading

#### **Topic F: Apply Styles**

Word Styles Applied to Text

The Quick Styles Gallery

The Styles Task Pane

Demo 3-12: Applying Styles

#### **Topic G: Manage Formatting**

The Reveal Formatting Task Pane

Demo 3-13: Reveal and Clear Formatting

Demo 3-14: Find and Replace Formatting

Lesson 03 Review

### **Lesson 04 - Adding Tables**

23m

#### **Topic A: Insert a Table**

Data Organized into a Table

The Quick Tables Gallery

Demo 4-1: Inserting a Table in a Document

**Topic B: Modify a Table**

The TABLE TOOLS LAYOUT Tab

The Table Properties Dialog Box

Demo 4-2: Inserting and Deleting Rows and Columns

Demo 4-3: Moving and Resizing Columns

**Topic C: Format a Table**

The TABLE TOOLS DESIGN Tab

Demo 4-4: Formatting a Table

**Topic D: Convert Text to a Table**

The Convert Text to Table Dialog Box

The Convert Table To Text Dialog Box

Demo 4-5: Converting Data

Lesson 04 Review

**Lesson 05 - Managing Lists**

14m

**Topic A: Sort a List**

Demo 5-1: Sorting a List

**Topic B: Renumber a List**

Demo 5-2: Renumbering a List

**Topic C: Customize a List**

A Multilevel List

The Multilevel List Gallery

Demo 5-3: Creating a Multilevel List

Demo 5-4: Customizing a List's Appearance

Lesson 05 Review

**Lesson 06 - Inserting Graphic Objects**

11m

**Topic A: Insert Symbols and Special Characters**

Symbols

Wingdings

Demo 6-1: Inserting Symbols and Special Characters in a

Document

**Topic B: Add Images to a Document**

Clip Art

The PICTURE TOOLS FORMAT Tab

Demo 6-2: Adding an Image to a Document

Lesson 06 Review

**Lesson 07 - Controlling Page Appearance**

24m

**Topic A: Apply a Page Border and Color**

The Page Border Tab

Demo 7-1: Applying a Page Border

**Topic B: Add a Watermark**

A Watermark

The Printed Watermark Dialog Box

Demo 7-2: Adding a Watermark to a Document

**Topic C: Add Headers and Footers**

Headers and Footers

The HEADER & FOOTER TOOLS DESIGN Tab

Demo 7-3: Inserting Headers and Footers

Demo 7-4: Modifying a Header and Footer

**Topic D: Control Page Layout**

Portrait and Landscape Orientations

Manual Page Breaks

The Page Setup Dialog Box

Demo 7-5: Controlling Page Layout

Lesson 07 Review

**Lesson 08 - Proofing a Document**

19m

**Topic A: Check Spelling and Grammar**

The Spelling Pane

The Grammar Pane

Readability Statistics

The Word Count Dialog Box

Demo 8-1: Enabling Readability Statistics

Demo 8-2: Checking Spelling, Grammar, and Length of a Document

**Topic B: Other Proofing Tools**

The Thesaurus

Demo 8-3: Using the Thesaurus

The Research Task Pane

Demo 8-4: Using the Research Task Pane

Translating Selected Text

Research Options

Demo 8-5: Checking Accessibility

Lesson 08 Review

**Lesson 09 - Customizing the Word Environment**

20m

**Topic A: Customize the Word Interface**

The Word Options Dialog Box

The AutoCorrect Dialog Box

Demo 9-1: Customizing the Quick Access Toolbar

Demo 9-2: Customizing the Ribbon

Demo 9-3: Setting AutoCorrect Options

**Topic B: Additional Save Options**

Word 2013 File Formats

Demo 9-4: Saving a Word Document in a Different File Format

Demo 9-5: Using the Compatibility Checker

Demo 9-6: Changing AutoSave Options

Demo 9-7: Recovering an Unsaved Document

Lesson 09 Review

Course Closure

**Total Duration: 3h 33m**