

# Microsoft Office Word 2013: Part 2

## Course Overview

This course provides students with the knowledge and skills to create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.

<b><u>Course Introduction</u></b>	1m
Course Introduction	
<b><u>Lesson 01 - Working with Tables and Charts</u></b>	30m
<b>Topic A: Sort Table Data</b>	
Single-Level Sort	
Demo 1-1: Sorting Table Data	
<b>Topic B: Control Cell Layout</b>	
Merged Table Cells	
Merged Title Row and Category Cells	
Demo 1-2: Controlling Cell Layout	
<b>Topic C: Perform Calculations in a Table</b>	
Formula Examples	
Number Format Masks	
Formula Arguments	
Equations	
Demo 1-3: Performing Calculations in a Table	
<b>Topic D: Create a Chart</b>	
Chart Components as Seen in a Bar Chart	
Chart Types	
Caption Dialog Box	
Demo 1-4: Creating a Chart	
Lesson 01 Review	
<b><u>Lesson 02 - Customizing Formats Using Styles and Themes</u></b>	32m
<b>Topic A: Create and Modify Text Styles</b>	
Built-In Style Examples	
Styles on the Ribbon	
Styles Task Pane Launcher	
The Styles Task Pane	
Linked Style	
Kerning	
Create New Style from Formatting Dialog Box	
Create New Style from Formatting	
Style Sets	
Demo 2-1: Creating and Modifying Text Styles	
<b>Topic B: Create Custom List or Table Styles</b>	
Creating a New List Style	

Creating a New Table Style  
Demo 2-2: Creating and Modifying List and Table Styles  
**Topic C: Apply Document Themes**  
Themes Gallery  
Save Current Theme Dialog Box  
Demo 2-3: Applying Document Themes  
Lesson 02 Review

### **Lesson 03 - Using Images in a Document**

48m

**Topic A: Resize an Image**  
Picture Layout Size Options  
Cropping Handles  
Crop to Shape  
Demo 3-1: Resizing an Image  
**Topic B: Adjust Image Appearance**  
The Adjust Group  
Original and Corrected Image  
Picture Corrections Options  
More Corrections Options  
Picture Color Options  
More Picture Color Options  
Artistic Effects Options  
Pencil and Chalk Artistic Effects  
Removing Background from an Image  
Demo 3-2: Adjusting Image Corrections Options  
Demo 3-3: Adjusting Image Color  
Demo 3-4: Applying Artistic Effects  
Demo 3-5: Adjusting Image Appearance  
Demo 3-6: Removing the Background from an Image  
**Topic C: Integrate Pictures and Text**  
Layout Dialog Box Text Wrap Options  
Layout Options Button  
Text Wrapping Styles  
Through Wrap Option with Wrap Points  
Image Position  
Layout Dialog Box Position Options  
Horizontal Layout Positions  
Vertical Layout Positions  
Alignment Guides  
Rotate Image  
Demo 3-7: Integrating Pictures and Text  
**Topic D: Insert and Format Screenshots**  
Screenshot Tool  
Demo 3-8: Inserting and Formatting Screenshots  
**Topic E: Insert Video**  
Video Link  
Insert Video with Embed Code  
Insert Video from Search  
Demo 3-9: Inserting a Video Link  
Lesson 03 Review

**Lesson 04 - Creating Custom Graphic Elements**

24m

**Topic A: Create Text Boxes and Pull Quotes**

Examples of Pull Quote and Sidebar

Demo 4-1: Creating Text Boxes and Pull Quotes

**Topic B: Draw Shapes**

Shape Categories

Drawing Canvas

Demo 4-2: Drawing Shapes

**Topic C: Add WordArt and Other Text Effects**

WordArt Gallery

Drop Cap Formatting

Demo 4-3: Adding WordArt and Other Text Effects

**Topic D: Create Complex Illustrations with SmartArt**

Adding Text to a SmartArt Graphic

Choose a SmartArt Graphic Dialog Box

SmartArt Graphic Categories

Demo 4-4: Creating Complex Illustrations with SmartArt

Lesson 04 Review

**Lesson 05 - Inserting Content Using Quick Parts**

25m

**Topic A: Insert Building Blocks**

Quick Parts Menu

Building Blocks Organizer

Building Blocks Pane Columns

Demo 5-1: Inserting Building Blocks

**Topic B: Create and Modify Building Blocks**

Create New Building Block Dialog Box

Demo 5-2: Creating and Modifying Building Blocks

**Topic C: Insert Fields Using Quick Parts**

Quick Parts Menu

Field Codes and Field Values

Field Code Syntax

Field Dialog Box

Field Dialog Box Showing Field Codes

Field Code Categories

Demo 5-3: Inserting Fields Using Quick Parts

Lesson 05 Review

**Lesson 06 - Controlling Text Flow**

28m

**Topic A: Control Paragraph Flow**

Paragraph Flow Control

Demo 6-1: Controlling Paragraph Flow

**Topic B: Insert Section Breaks**

Section Breaks

Demo 6-2: Inserting Section Breaks

**Topic C: Insert Columns**

Columns with Column Breaks

Columns Dialog Box with Custom Options Set

Demo 6-3: Inserting Columns

**Topic D: Link Text Boxes to Control Text Flow**

Linked Text Boxes

Demo 6-4: Linking Text Boxes to Control Text Flow

Lesson 06 Review

**Lesson 07 - Using Templates**

15m

**Topic A: Create a Document Using a Template**

Word Templates

Template Storage Locations

Template and Template-Based Document

Demo 7-1: Creating a Document Using a Template

**Topic B: Create a Template**

MacroButton Syntax

Demo 7-2: Creating a Template

Lesson 07 Review

**Lesson 08 - Using Mail Merge**

32m

**Topic A: The Mail Merge Features**

Mail Merge Fields and Merge Results

Data Source in a Word Table

Mail Merge Fields

Matching Mail Merge Fields

Insert Greeting Dialog Box

More Items Mail Merge Field

Mail Merge Rules

Mail Merge IF Rule

Mail Merge Data Sources

Mail Merge Process

MAILINGS Tab

Mail Merge Wizard Steps

Insert Merge Field Dialog Box

Mail Merge Recipients Dialog Box

SQL Warning Message

Demo 8-1: Performing a Mail Merge

**Topic B: Merge Envelopes and Labels**

Envelope with Merge Fields and Merge Results

Demo 8-2: Merging Envelope and Label Data

**Topic C: Create a Data Source Using Word**

Demo 8-3: Creating a Data Source Using Word

Lesson 08 Review

**Lesson 09 - Using Macros**

16m

**Topic A: Automate Tasks Using Macros**

Results of Running a Macro

Macros Dialog Box

Trust Center Options

The DEVELOPER Tab

Demo 9-1: Automating Tasks Using Macros

**Topic B: Create a Macro**

The Record Macro Dialog Box

Customize Keyboard Dialog Box  
VBA Window  
Demo 9-2: Creating a Macro  
Lesson 09 Review  
Course Closure

**Total Duration: 4h 10m**