

## MICROSOFT WORD 2013 ADVANCED TRAINING



**COURSE LENGTH: 1.0 DAYS**

Did you know that you can insert online video clips directly into, and watch them, in a Microsoft Word 2013 document? It means that you save time and effort in having to save them first in your computer. Attend PD Training's Microsoft Word 2013 Advanced training course to develop the skills to use the advanced features of Word 2013.

After completing this course, you will have learned to: use the navigation pane, use text effects, insert and view online photos & video clips, remove a picture's background and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT WORD 2013 ADVANCED TRAINING COURSE OUTLINE

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### FOREWORD

During the course, participants will gain deep knowledge and use of the advanced features of Word 2013. This advanced training course in Word 2013 provides comprehensive lessons in using views and Word window tasks, advanced editing and formatting, formatting pictures and illustrations, using tables and special objects, using translation and language review, and use comments and tracking.

The short course offers easy-to-understand and comprehensive training lessons that help participants to gain mastery over Word 2013.

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### OUTCOMES

This extensive training course helps participants develop advanced skills in Word 2013, so that they gain mastery over it.

**After completing this course, participants will have learned to:**

- ▶ Arrange windows
  - ▶ Split a document
  - ▶ Use the navigation pane
  - ▶ Customise the ribbon and quick access toolbar
  - ▶ Use office clipboard and phonetic guide
  - ▶ Enclose characters
  - ▶ Use text effects
  - ▶ Add WordArt
  - ▶ Insert a screenshot
  - ▶ Remove a picture's background
  - ▶ Position a picture and wrap text
  - ▶ Add border
  - ▶ Alter rows and columns
  - ▶ Insert online media
  - ▶ Work with document references
  - ▶ Use comments and tracking
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### MODULES

#### Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

#### Lesson 2: Working with the Word Window

- ▶ Using Zoom
- ▶ An Overview of Word's Views
- ▶ Arranging Windows
- ▶ Splitting a Document
- ▶ Using the Navigation Pane
- ▶ Customising the Ribbon and the Quick Access Toolbar
- ▶ Lesson Two: Review Questions

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### Lesson 3: Advanced Editing and Formatting Tasks

- ▶ Using the Office Clipboard and the Selection Pane
- ▶ Using the Phonetic Guide
- ▶ Using Character Borders and Shading
- ▶ Enclosing characters
- ▶ Using Text Effects
- ▶ Showing Formatting Marks
- ▶ Lesson Three: Review Questions

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### Lesson 5: Formatting Pictures

- ▶ Using the Picture tools Tab
- ▶ Adding a Border
- ▶ Removing a Picture's Background
- ▶ Adding Artistic Effects
- ▶ Positioning Pictures and Wrapping Text
- ▶ Lesson Five: Review Questions

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### Lesson 7: Adding Tables

- ▶ Inserting a Table
- ▶ Adding Text to a Table
- ▶ About the Table Tools Tabs
- ▶ Altering Rows and Columns
- ▶ Applying a Table Style
- ▶ Lesson Seven: Review Questions

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### Lesson 9: Working with Document References

- ▶ Inserting a Caption
- ▶ Adding a Table of Contents
- ▶ Adding Footnotes, Endnotes, and Citations
- ▶ Managing Sources
- ▶ Inserting a Bibliography
- ▶ Creating an Index
- ▶ Lesson Nine: Review Questions

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### Lesson 11: Using Comments and Tracking

- ▶ Adding a Comment
- ▶ Reviewing Comments
- ▶ Tracking Changes
- ▶ Reviewing Changes
- ▶ Comparing Documents
- ▶ Combining Documents
- ▶ Lesson Eleven: Review Questions

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### Lesson 4: Working with Illustrations

- ▶ Inserting a Picture from a File
- ▶ Inserting an Online Picture
- ▶ Adding WordArt
- ▶ Drawing Shapes
- ▶ Inserting a Screenshot
- ▶ Moving or Deleting a Picture
- ▶ Lesson Four: Review Questions

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### Lesson 6: Adding SmartArt

- ▶ Inserting SmartArt
- ▶ Adding Text to SmartArt
- ▶ Using the SmartArt Tools Tabs
- ▶ Moving and Deleting SmartArt
- ▶ Using SmartArt Layout Options
- ▶ Lesson Six: Review Questions

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### Lesson 8: Inserting Special Objects

- ▶ Adding a Cover Page
- ▶ Inserting a Text Box
- ▶ Inserting an App
- ▶ Inserting Online Media
- ▶ Inserting a Database
- ▶ Lesson Eight: Review Questions

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### Lesson 10: Reviewing Your Document

- ▶ Using Define, Thesaurus and Word Count
- ▶ Using Translation Tools
- ▶ Setting Proofing Language and Language Preferences
- ▶ Lesson Ten: Review Questions

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)

