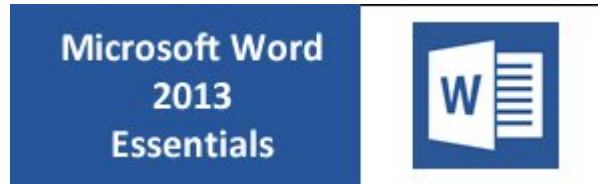


## MICROSOFT WORD 2013 ESSENTIALS TRAINING

Generate a [group quote](#) today



**COURSE LENGTH: 1.0 DAYS**

Microsoft Word 2013 includes a number of new and improved features like a new landing page, the capability to Insert and view videos in Word and more. This training course provides you with the skills to use all the basic features of this powerful word processing application.

After completing the Microsoft Word 2013 Essentials Training course, you will have learned how to: use the Navigation Pane, use the basic features such as find, replace, text selection, typing and deleting text, change the font face, size and colour, add effects, watermarks and page borders, insert videos and much more.

This course is offered in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and throughout the UK.

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 ESSENTIALS TRAINING COURSE OUTLINE

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### FOREWORD

Word 2013 Essentials Training Course covers all important features of the word processing application that are necessary for using it expertly. During the training course, participants gain understanding and use of the various new features of Word including formatting tools, working with paragraphs, formatting the page, and working with art and objects.

The course provides comprehensive training in a short time, and is designed for developing practical skills that benefit participants in their work.

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### OUTCOMES

Word 2013 Essentials Training Course is the fastest way to gain a comprehensive understanding of all essential features of Word 2013, and gain skills in using it expertly.

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

- ▶ Use basic features such as find, replace, text selection, and typing and deleting text
  - ▶ Change the font face, size and colour
  - ▶ Add effects
  - ▶ Change themes
  - ▶ Alter document formatting
  - ▶ Use the format painter
  - ▶ Clear formatting
  - ▶ Align and justify text
  - ▶ Apply bullets and numbers
  - ▶ Insert a cover page
  - ▶ Add watermarks
  - ▶ Add page border
  - ▶ Insert tables, charts, equations, SmartArt, and screenshots
  - ▶ Insert local and online pictures
  - ▶ Insert videos
  - ▶ Use the Navigation Pane
  - ▶ Print and share a document
  - ▶ Change Ribbon Display options
  - ▶ Customise the Quick Access toolbar
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### MODULES

#### Lesson 1: Getting Started

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

#### Lesson 2: Opening Word

- ▶ Opening Word
- ▶ Using the Recent List
- ▶ Opening Files
- ▶ Creating a Blank Document
- ▶ Creating a Document from a Template
- ▶ Module Two: Review Questions

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### Lesson 3: Working with the Interface

- ▶ Understanding the Ribbon and the Status Bar
- ▶ About Your Account
- ▶ Using Backstage View
- ▶ Saving Files
- ▶ Closing Files
- ▶ Closing Word
- ▶ Module Three: Review Questions

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### Lesson 5: Basic Editing Tasks

- ▶ Using Cut, Copy, and Paste
- ▶ Using Undo and Redo
- ▶ Finding and Replacing Text
- ▶ Setting Paste Options
- ▶ Checking Your Spelling
- ▶ Module Five: Review Questions

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### Lesson 7: Advanced Formatting Tasks

- ▶ Changing Case
- ▶ Using the Format Painter
- ▶ Using the Font Dialog
- ▶ Clearing Formatting
- ▶ Module Seven: Review Questions

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### Lesson 9: Working with Styles

- ▶ About Styles
- ▶ Applying a Style
- ▶ Changing the Theme
- ▶ Changing the Style Set
- ▶ Changing Theme Colours and Fonts
- ▶ Module Nine: Review Questions

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### Lesson 11: Sharing Your Document

- ▶ Previewing and Printing Your Document
- ▶ Inviting People
- ▶ E-Mailing Your Document
- ▶ Module Eleven: Review Questions

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### Lesson 4: Your First Document

- ▶ Typing Text
- ▶ Selecting Text with the Mouse or Keyboard
- ▶ Editing and Deleting Text
- ▶ Dragging and Dropping Text
- ▶ Inserting a Symbol or Number
- ▶ Starting a New Page
- ▶ Module Four: Review Questions

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### Lesson 6: Working with Font Formatting

- ▶ Understanding Levels of Formatting
- ▶ Changing Font Face and Size
- ▶ Changing the Font Colour
- ▶ Highlighting Text
- ▶ Adding Font Enhancements
- ▶ Module Six: Review Questions

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### Lesson 8: Formatting Paragraphs

- ▶ Changing Spacing
- ▶ Setting the Alignment
- ▶ Using Indents and Tabs
- ▶ Adding Bullets, Numbering, and Multilevel Lists
- ▶ Adding Borders and Shading
- ▶ Using the Paragraph Dialog
- ▶ Module Eight: Review Questions

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### Lesson 10: Formatting the Page

- ▶ Formatting Text as Columns
- ▶ Changing Page Orientation
- ▶ Changing the Page Colour
- ▶ Adding a Page Border
- ▶ Adding Headers and Footers
- ▶ Module Ten: Review Questions

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### Lesson 12: Wrapping Up

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

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)