Microsoft® Office Word 2013: Level 1

Training Course Content

Course Objective: Students will learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Getting Started with Word

Topic 1A: Identify the Components of the Word Interface
Topic 1B: Create a Word Document
Topic 1C: Help

Lesson 2: Editing a Document

Topic 2A: Navigate and Select Text
Topic 2B: Modify Text
Topic 2C: Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

Topic 3A: Apply Character Formatting
Topic 3B: Align Text Using Tabs
Topic 3C: Display Text as List Items
Topic 3D: Control Paragraph Layout
Topic 3E: Apply Borders and Shading
Topic 3F: Apply Styles
Topic 3G: Manage Formatting

Lesson 4: Adding Tables

Topic 4A: Insert a Table
Topic 4B: Insert a Table
Topic 4C: Format a Table
Topic 4D: Convert Text to a Table

Lesson 5: Managing Lists

Topic 5A: Sort a List
Topic 5B: Renumber a List
Topic 5C: Customize a List

Lesson 6: Inserting Graphic Objects

Topic 6A: Insert Symbols and Special Characters
Topic 6B: Add Images to a Document

Lesson 7: Controlling Page Appearance

Topic 7A: Apply a Page Border and Color
Topic 7B: Add a Watermark
Topic 7C: Add Headers and Footers
Topic 7D: Control Page Layout

Lesson 8: Proofing a Document

Topic 8A: Check Spelling and Grammar
Topic 8B: Other Proofing Tools
Topic 8C: Check Accessibility

Lesson 9: Customizing the Word Environment

Topic 9A: Customize the Word Interface
Topic 9B: Additional Save Options