



## Microsoft Word 2013 Level 1

Course WRD13-1B 1 Day Instructor-led, Hands on

### Introduction

Students will create and edit basic Microsoft Word documents

### At Course Completion

Upon successful completion of this course, students will be able to:

- Explore the Microsoft Office Word 2013 environment
- Create basic documents.
- Edit documents
- Format text
- Control page layouts
- Set printing options
- Enhance document objects

### Prerequisites

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

Completion of one of the following courses or equivalent knowledge and skills is recommended:

- Windows 7 Introduction
- Windows 8 Introduction

### Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

### Ways to Save

- ISInc Training Tickets
- Government GSA, CMAS Contracts
- Save with six or more students in the same class. A dedicated training class at your location or ours can save you even more.

**Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>**



## **Course Outline**

### **Module 1: Getting Around in Word 2013**

- Viewing Microsoft Office Word 2013
- Understanding the Word 2013 Environment
- Working With the Quick Access Toolbar
- Using the Word Help Feature

### **Module 2: Creating Documents**

- Creating a New Document
- Entering Text
- Saving a New Document
- Saving an Existing Document
- Using "Save As"
- Closing a Document
- Opening an Existing Document

### **Module 3: Editing Word Documents**

- Navigating Within a Document
- Selecting Text
- Overwriting, Inserting and Deleting Text
- Undoing and Redoing
- Moving and Copying Text
- Finding and Replacing Text
- Reviewing Documents

### **Module 4: Formatting Text**

- Changing Font Sizes and Types
- Changing Text Color and Highlighting Text
- Applying Effects
- Applying Styles
- Copying and Clearing Formats
- Finding and Replacing Text Formatting

### **Module 5: Controlling Text and Page Layout**

- Setting Tabs to Align Text
- Creating Bulleted and Numbered LISTS
- Creating Indents and Spacing
- Aligning Text
- Adding Borders and Shading
- Adding a Page Border
- Inserting Pages and Page Breaks



## **Module 6: Using Page Setup and Printing Options**

- Creating Margins
- Changing Page Orientation
- Changing Page Views
- Inserting a Header and Footer
- Using Print Preview
- Printing a Document

## **Module 7: Enhancing Document Objects and Text**

- Inserting Clip Art
- Adding Symbols and Special Characters
- Inserting a Watermark
- Using AutoText
- Using Word and Autocorrect Options