



Microsoft Word 2013 Level 3

Course WRD13-3B 1 Day Instructor-led, Hands on

Introduction

Students will learn some of the advanced features of Microsoft Word, including the automating of processes, working with long documents, and learning about collaboration and security features in Microsoft Word.

At Course Completion

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

- Link Microsoft Word to other programs
- Use Macros to automate processes
- Create mail merges
- Work with long documents
- Collaborate on documents
- Secure documents
- Create forms

Prerequisites

Students should be familiar enough with Microsoft Word to be able to create, edit, and format documents as well as work with lists, tables, and page layouts.

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

- Microsoft Word 2013 Level 1
- Microsoft Word 2013 Level 2

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: Linking Word with Other Programs

- Linking a Document to an Excel Spreadsheet
- Link a Chart to Excel Data
- Sending an E-Mail from Word
- Using the Word Screenshot Feature

Module 2: Creating Macros

- Recording a Macro
- Running a Macro
- Editing and Deleting a Macro
- Using Macro Security

Module 3: Creating Mail Merges

- Performing a Mail Merge in a Word Document
- Inserting Envelopes and Labels
- Performing a Mail Merge with Envelopes and Labels

Module 4: Working with Large Documents

- Adding a Table of Contents
- Adding Multiple Page Numbering Types
- Inserting a Caption
- Inserting a Table of Figures
- Inserting Footnotes and Endnotes
- Inserting an Index
- Adding a Citation and a Bibliography
- Inserting a Bookmark, Hyperlink and Cross Reference

Module 5: Collaborating on Documents

- Reviewing a Document and Tracking Document Changes
- Adding a Comment
- Comparing and Merging Document Changes

Module 6: Protecting Document Security

- Hiding Text
- Setting Formatting and Editing Restrictions
- Setting up Autorecover Options

Module 7: Creating Forms

- Examining How a Form Works
- Adding Fields to a Form
- Protecting a Form