

# *Course Description*

## Microsoft® Office Word 2013: Part 1

### ***Course Specifications***

***Course Number:***

091024

***Course Length:***

1 day

### ***Course Description***

***Overview:***

These days, most people take electronic word-processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word-processing.

Microsoft® Word 2013 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll 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.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Word 2013.

***Course Objectives:***

***Target Student:***

This course is intended for students who want to learn basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

## ***Prerequisites:***

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Using Microsoft® Windows® 8
- Microsoft® Windows® 8 Transition from Windows® 7
- An introduction to PCs course

## ***Course-specific Technical Requirements***

### ***Hardware***

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

### ***Software***

- Microsoft® Office Professional Edition 2013
- Microsoft® Windows® 8

## ***Course Content***

### ***Lesson 1: Getting Started with Word***

**Topic A:** Identify the Components of the Word Interface

**Topic B:** Create a Word Document

**Topic C:** Help

### ***Lesson 2: Editing a Document***

**Topic A:** Navigate and Select Text

**Topic B:** Modify Text

**Topic C:** Find and Replace Text

### ***Lesson 3: Formatting Text and Paragraphs***

**Topic A:** Apply Character Formatting

**Topic B:** Align Text Using Tabs

**Topic C:** Display Text as List Items

**Topic D:** Control Paragraph Layout

**Topic E:** Apply Borders and Shading

**Topic F:** Apply Styles

**Topic G:** Manage Formatting

### ***Lesson 4: Adding Tables***

**Topic A:** Insert a Table

**Topic B:** Modify a Table

**Topic C:** Format a Table

**Topic D:** Convert Text to a Table

### ***Lesson 5: Managing Lists***

**Topic A:** Sort a List

**Topic B:** Renumber a List

**Topic C:** Customize a List

### ***Lesson 6: Inserting Graphic Objects***

**Topic A:** Insert Symbols and Special Characters

**Topic B:** Add Images to a Document

## ***Lesson 7: Controlling Page Appearance***

**Topic A:** Apply a Page Border and Color

**Topic B:** Add a Watermark

**Topic C:** Add Headers and Footers

**Topic D:** Control Page Layout

## ***Lesson 8: Proofing a Document***

**Topic A:** Check Spelling and Grammar

**Topic B:** Other Proofing Tools

**Topic C:** Check Accessibility

## ***Lesson 9: Customizing the Word Environment***

**Topic A:** Customize the Word Interface

**Topic B:** Additional Save Options