

Course Outline

- Course Objective:** 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.
- 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.

Course Content

1. Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

2. Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

3. Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

4. Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

5. Managing Lists

- Sort a List
- Renumber a List
- Customize a List

6. Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

7. Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

8. Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools

9. Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options