

Course Outline

- Course Objective:** In this course, you will work with tables and charts, use styles and themes, add images and custom graphic elements, add building blocks of information and updatable fields, control how text flows around graphics, paragraphs, and between pages, use section, page, and column breaks, create document templates, use the mail merge feature and create and use macros to automate tasks.
- Target Student:** This course was designed for persons who can create and modify standard business documents in Microsoft Word 2013, and who need to learn how to use Microsoft Word 2013 to create or modify complex business documents.
- Prerequisites:** To ensure success, 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: opening and closing applications, navigating basic file structures, and managing files and folders.

Course Content

1. Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

2. Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

3. Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

4. Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

5. Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

6. Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

7. Using Templates

- Create a Document Using a Template
- Create a Template

8. Using Mail Merge

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

9. Using Macros

- Automate Tasks Using Macros
- Create a Macro