

Word 2013 Fundamentals Course WOR1301: 1 day Instructor Led

Module 1: Getting Started with Word

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

Module 2: Editing a Document

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

Module 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

Module 4: Adding Tables

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

Module 5: Managing Lists

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

Module 6: Inserting Graphic Objects

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

Module 7: Controlling Page Appearance

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

Module 8: Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools
- Check Accessibility

Module 9: Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options