

MICROSOFT WORD 2013 ADVANCED

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COURSE LENGTH: 1.0 DAYS

Microsoft Word, the world's leading word processing program, offers a number of advanced tools for enhancing any complex, text-based document. This Microsoft Word 2013 Advanced training course from PD Training covers the advanced functionality of Word 2013.

After completing of this highly valuable course, you learn how to use the navigation pane, using various text effects, adding WordArt, inserting online media, record, run and edit macros and much more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Word 2013 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

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MICROSOFT WORD 2013 ADVANCED COURSE OUTLINE

FOREWORD

During the course, participants will gain deep knowledge and use of the advanced features of Word 2013. This advanced training course in Word 2013 provides comprehensive lessons in using views and Word window tasks, advanced editing and formatting, formatting pictures and illustrations, using tables and special objects, using translation and language review, and use comments and tracking.

The short course offers easy-to-understand and comprehensive training lessons that help participants to gain mastery over Word 2013.

OUTCOMES

This extensive training course helps participants develop advanced skills in Word 2013, so that they gain mastery over it.

After completing this course, participants will have learned to:

- ▶ Arrange windows
 - ▶ Split a document
 - ▶ Use the navigation pane
 - ▶ Customize the ribbon and quick access toolbar
 - ▶ Use office clipboard and phonetic guide
 - ▶ Enclose characters
 - ▶ Use text effects
 - ▶ Add WordArt
 - ▶ Insert a screenshot
 - ▶ Remove a picture's background
 - ▶ Position a picture and wrap text
 - ▶ Add border
 - ▶ Alter rows and columns
 - ▶ Insert online media
 - ▶ Work with document references
 - ▶ Use comments and tracking
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MODULES

Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

Lesson 2: Working with the Word Window

- ▶ Using Zoom
- ▶ An Overview of Word's Views
- ▶ Arranging Windows
- ▶ Splitting a Document
- ▶ Using the Navigation Pane
- ▶ Customizing the Ribbon and the Quick Access Toolbar
- ▶ Lesson Two: Review Questions

Lesson 3: Advanced Editing and Formatting Tasks

- ▶ Using the Office Clipboard and the Selection Pane
- ▶ Using the Phonetic Guide
- ▶ Using Character Borders and Shading
- ▶ Enclosing characters
- ▶ Using Text Effects
- ▶ Showing Formatting Marks
- ▶ Lesson Three: Review Questions

Lesson 5: Formatting Pictures

- ▶ Using the Picture tools Tab
- ▶ Adding a Border
- ▶ Removing a Picture's Background
- ▶ Adding Artistic Effects
- ▶ Positioning Pictures and Wrapping Text
- ▶ Lesson Five: Review Questions

Lesson 7: Adding Tables

- ▶ Inserting a Table
- ▶ Adding Text to a Table
- ▶ About the Table Tools Tabs
- ▶ Altering Rows and Columns
- ▶ Applying a Table Style
- ▶ Lesson Seven: Review Questions

Lesson 9: Working with Document References

- ▶ Inserting a Caption
- ▶ Adding a Table of Contents
- ▶ Adding Footnotes, Endnotes, and Citations
- ▶ Managing Sources
- ▶ Inserting a Bibliography
- ▶ Creating an Index
- ▶ Lesson Nine: Review Questions

Lesson 11: Using Comments and Tracking

- ▶ Adding a Comment
- ▶ Reviewing Comments
- ▶ Tracking Changes
- ▶ Reviewing Changes
- ▶ Comparing Documents
- ▶ Combining Documents
- ▶ Lesson Eleven: Review Questions

Lesson 4: Working with Illustrations

- ▶ Inserting a Picture from a File
- ▶ Inserting an Online Picture
- ▶ Adding WordArt
- ▶ Drawing Shapes
- ▶ Inserting a Screenshot
- ▶ Moving or Deleting a Picture
- ▶ Lesson Four: Review Questions

Lesson 6: Adding SmartArt

- ▶ Inserting SmartArt
- ▶ Adding Text to SmartArt
- ▶ Using the SmartArt Tools Tabs
- ▶ Moving and Deleting SmartArt
- ▶ Using SmartArt Layout Options
- ▶ Lesson Six: Review Questions

Lesson 8: Inserting Special Objects

- ▶ Adding a Cover Page
- ▶ Inserting a Text Box
- ▶ Inserting an App
- ▶ Inserting Online Media
- ▶ Inserting a Database
- ▶ Lesson Eight: Review Questions

Lesson 10: Reviewing Your Document

- ▶ Using Define, Thesaurus and Word Count
- ▶ Using Translation Tools
- ▶ Setting Proofing Language and Language Preferences
- ▶ Lesson Ten: Review Questions

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

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- ▶ [View this course online](#)

