

## **CORPORATE AND CONTINUING EDUCATION**

### **Microsoft® Office Word 2013: Part 2**

**Course Length:** 1 day

#### **Course Description**

##### **Overview:**

After completing the first course in this series, *Microsoft® Office Word 2013: Part 1*, you are now able to perform the basic tasks to create a variety of documents. You probably noticed as you continued working in Word that there are some tasks that you repeat quite often. This course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. You will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.

Word can be used to create complex documents that are nearly as complicated as those created using a desktop publishing application. Using Word, you can control how the text flows between paragraphs and pages, you can link a story on page one to the rest of the story later in the document, and you can add graphics and specify how the text and graphic appear together on the page.

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

##### **Course Objectives:**

In this course, you will expand your knowledge of Microsoft Word. You will work with tables and charts to organize and summarize data. You will use styles and themes to customize the look of your documents. You will add images and custom graphic elements to your documents to graphically show information. You will add building blocks of information and updatable fields to the document to improve efficiency. You will control how text flows around graphics, between paragraphs, and between pages, and use section, page, and column breaks in your documents. You will use templates to maintain consistency between documents. You will use the mail merge feature to customize and personalize content. Finally, you will create and use macros to automate tasks.

You will:

- Work with tables and charts.
- Customize formats using styles and themes.
- Use images in a document.

- Create custom graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates.
- Use mail merge.
- Use macros.

**Target Student:**

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

**Prerequisites:**

To ensure success, students should be comfortable in the Windows 8 or 10 environment, and be able to use Windows 8 or 10 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. Before starting this course, students should have completed the following course or possess the equivalent knowledge: *Microsoft® Office Word 2013: Part 1*.

**Course Content****Lesson 1: Working with Tables and Charts**

**Topic A:** Sort Table Data

**Topic B:** Control Cell Layout

**Topic C:** Perform Calculations in a Table

**Topic D:** Create a Chart

**Lesson 2: Customizing Formats Using Styles and Themes**

**Topic A:** Create and Modify Text Styles

**Topic B:** Create Custom List or Table Styles

**Topic C:** Apply Document Themes

**Lesson 3: Using Images in a Document**

**Topic A:** Resize an Image

**Topic B:** Adjust Image Appearance

**Topic C:** Integrate Pictures and Text

**Topic D:** Insert and Format Screenshots

**Topic E:** Insert Video

#### **Lesson 4: Creating Custom Graphic Elements**

**Topic A:** Create Text Boxes and Pull Quotes

**Topic B:** Draw Shapes

**Topic C:** Add WordArt and Other Text Effects

**Topic D:** Create Complex Illustrations with SmartArt

#### **Lesson 5: Inserting Content Using Quick Parts**

**Topic A:** Insert Building Blocks

**Topic B:** Create and Modify Building Blocks

**Topic C:** Insert Fields Using Quick Parts

#### **Lesson 6: Controlling Text Flow**

**Topic A:** Control Paragraph Flow

**Topic B:** Insert Section Breaks

**Topic C:** Insert Columns

**Topic D:** Link Text Boxes to Control Text Flow

#### **Lesson 7: Using Templates**

**Topic A:** Create a Document Using a Template

**Topic B:** Create a Template

#### **Lesson 8: Using Mail Merge**

**Topic A:** The Mail Merge Features

**Topic B:** Merge Envelopes and Labels

**Topic C:** Create a Data Source Using Word

**Lesson 9: Using Macros**

**Topic A:** Automate Tasks Using Macros

**Topic B:** Create a Macro

**Appendix A: Microsoft Office Word 2013 Exam 77-418**

**Appendix B: Microsoft Office Word 2013 Expert Exam 77-419**

**Appendix C: Microsoft Word 2013 Common Keyboard Shortcuts**

**LO Course Number:** 091025