

Course WRD1301: Microsoft Word 2013 – Basic Level

One Day, Instructor-Led

Pre-requisites

- None

Course Outline

Unit 1: Getting started

Topic A: The Word window
Topic B: New documents
Topic C: Document navigation

Unit 2: Editing text

Topic A: Working with text
Topic B: The Undo and Redo commands
Topic C: Cut, copy, and paste
Topic D: Find and replace

Unit 3: Formatting text

Topic A: Character formatting
Topic B: Tab settings
Topic C: Paragraph formatting
Topic D: Paragraph spacing and indents

Unit 4: Tables

Topic A: Creating tables
Topic B: Working with table content

Topic C: Changing the table structure
Topic D: Table design options
Topic E: Table data

Unit 5: Page layout

Topic A: Headers and footers
Topic B: Page setup

Unit 6: Graphics

Topic A: Adding graphics and clip art
Topic B: Working with graphics

Unit 7: Styles and outlines

Topic A: Examining formatting
Topic B: Working with styles
Topic C: Working with outlines

Unit 8: Proofing, printing, and exporting

Topic A: Spelling and grammar
Topic B: AutoCorrect
Topic C: Printing and exporting documents

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes



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