

Course WRD1302: Microsoft Word 2013 – Intermediate Level

One Day, Instructor-Led

Pre-requisites

- Word 2013 – Basic or Equivalent Experience

Course Outline

Unit 1: Styles and outlines

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

Unit 2: Table formatting

Topic A: Table design options

Topic B: Table data

Unit 3: Illustrations

Topic A: Creating diagrams

Topic B: Working with shapes

Topic C: Formatting text graphically

Unit 4: Advanced document formatting

Topic A: Creating and formatting sections

Topic B: Working with columns

Topic C: Document design

Unit 5: Document sharing

Topic A: Document properties

Topic B: Tracking changes

Topic C: Finalizing documents

Unit 6: Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

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