

Course WRD1303: Microsoft Word 2013 – Advanced Level

One Day, Instructor-Led

Pre-requisites

- Word 2013 – Basic or Equivalent Experience

Course Outline

Unit 1: Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Unit 2: Illustrations

Topic A: Creating diagrams

Topic B: Working with shapes

Topic C: Formatting text graphically

Unit 3: Advanced document formatting

Topic A: Creating and formatting sections

Topic B: Working with columns

Topic C: Document design

Unit 4: Document references

Topic A: Tables of contents and captions

Topic B: Indexes, bibliographies, and footnotes

Unit 5: Document sharing

Topic A: Document properties

Topic B: Tracking changes

Topic C: Finalizing documents

Unit 6: Document interactivity

Topic A: Creating forms

Topic B: Inserting objects and charts

Topic C: Web pages

Unit 7: Working in Word efficiently

Topic A: Customizing the ribbon

Topic B: Macros

Topic C: Building blocks

Topic D: Master 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