

Course Name	Microsoft Office Word 2013 Basic
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>These days, most people take electronic word-processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word-processing.</p> <p>Microsoft® Word 2013 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.</p> <p>You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Word 2013</p>
Course Outcome	In the end of this course, students would have learnt basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.
Course Details	<p>Lesson 1: Getting Started with Word Topic A: Identify the Components of the Word Interface Topic B: Create a Word Document Topic C: Help</p> <p>Lesson 2: Editing a Document Topic A: Navigate and Select Text Topic B: Modify Text Topic C: Find and Replace Text</p> <p>Lesson 3: Formatting Text and Paragraphs Topic A: Apply Character Formatting Topic B: Align Text Using Tabs Topic C: Display Text as List Items Topic D: Control Paragraph Layout Topic E: Apply Borders and Shading Topic F: Apply Styles Topic G: Manage Formatting</p> <p>Lesson 4: Adding Tables Topic A: Insert a Table Topic B: Modify a Table Topic C: Format a Table Topic D: Convert Text to a Table</p>

	<p>Lesson 5: Managing Lists Topic A: Sort a List Topic B: Renumber a List Topic C: Customize a List</p> <p>Lesson 6: Inserting Graphic Objects Topic A: Insert Symbols and Special Characters Topic B: Add Images to a Document</p> <p>Lesson 7: Controlling Page Appearance Topic A: Apply a Page Border and Color Topic B: Add a Watermark Topic C: Add Headers and Footers Topic D: Control Page Layout</p> <p>Lesson 8: Proofing a Document Topic A: Check Spelling and Grammar Topic B: Other Proofing Tools Topic C: Check Accessibility</p> <p>Lesson 9: Customizing the Word Environment Topic A: Customize the Word Interface Topic B: Additional Save Options</p>
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