

Course Name	Microsoft Office Word 2013 Intermediate
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	<p>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.</p> <p>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.</p>
Course Outcome	<p>Students will learn how to:</p> <ul style="list-style-type: none"> • In this course, candidates will expand their knowledge of Microsoft Word. They will learn how to: • Work with tables and charts to organize and summarize data. • use styles and themes to customize the look of your documents. • add images and custom graphic elements to your documents to graphically show information. • add building blocks of information and updatable fields to the document to improve efficiency. • control how text flows around graphics, between paragraphs, and between pages, and use section, page, and column breaks in your documents. • use templates to maintain consistency between documents • use the mail merge feature to customize and personalize content. • create and use macros to automate tasks.
Course Details	<p>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</p> <p>Lesson 2: Customizing Formats Using Styles and Themes Topic A: Create and Modify Text Styles</p>

	<p>Topic B: Create Custom List or Table Styles Topic C: Apply Document Themes</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>Lesson 7: Using Templates Topic A: Create a Document Using a Template Topic B: Create a Template</p> <p>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</p> <p>Lesson 9: Using Macros Topic A: Automate Tasks Using Macros Topic B: Create a Macro</p>
--	--