



## **Microsoft Word 2013** **Level 2 Training**

### Overview:

This course aims to enhance existing skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

### Learning Outcomes:

At the completion of this course you should be able to:

- work with document techniques
- use a range of formatting techniques
- work with a PDF document
- work with Word options and document properties
- create and apply styles
- create and work effectively with themes
- create and use templates
- learn how to work with sections breaks
- insert and work with headers and footers in a document
- perform various merging tasks
- draw and format shapes
- insert and work with text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures

### Prerequisites:

**Microsoft Word 2013 – Level 2** assumes a basic understanding of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### Duration:

1 Day

### Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

## Computer Training Options

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## **Microsoft Word 2013 Level 2 Training**

### **Document Techniques**

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Resetting The Window Position
- Inserting A Cover Page
- Applying Page Colours
- Applying A Page Border
- Understanding Columns
- Creating Columns Of Text
- Specifying Column Widths And Spacing
- Inserting Column Breaks

### **Formatting Techniques**

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows And Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting A Page Break
- Applying Hyphenation To Text
- Hiding Text
- Inserting A Drop Cap
- Understanding Returns
- Revealing Formatting

### **Working With PDF Documents**

- Understanding PDF Documents
- Saving A Document As A PDF
- Viewing A PDF File In Reader
- Opening And Editing A PDF In Word

### **Preferences and Properties**

- Understanding Word Options
- Personalising Word S
- etting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options
- Understanding Document Properties
- Viewing Document Properties
- Specifying Document Properties
- Viewing Advanced Properties
- Inserting Properties Into A Document

- Updating Document Properties
- Deleting Document Property Data

### **Styles**

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles
- Understanding The Modify Style Dialog Box
- Selecting And Updating Styles
- Renaming And Deleting Styles
- Importing And Exporting Styles

### **Themes**

- Understanding Themes
- Applying A Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Creating A Custom Theme
- Applying A Theme To A Template
- Resetting A Theme

### **Templates**

- Understanding Templates
- Using A Sample Template
- Downloading An Online Template
- Creating A Template
- Modifying A Template
- Using A Custom Template
- Attaching A Template To A Document
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates

### **Section Breaks**

- Understanding Section Breaks
- Inserting A Next Page Section Break
- Inserting A Continuous Section Break
- Inserting An Even Page Section Break
- Inserting An Odd Page Section Break

### **Headers and Footers**

- Understanding Headers And Footers
- Inserting Headers And Footers
- Inserting A Blank Header
- Inserting A Blank Footer

- Switching Between Headers And Footers
- Editing Headers And Footers
- Inserting Page Numbering
- Inserting Date Information
- Headers And Footers In Long Documents
- Adjusting Header And Footer Positions
- Inserting First Page Headers And Footers
- Inserting Different Odd And Even Pages
- Creating Section Headers And Footers
- Unlinking Section Headers And Footers

### **Merging Techniques**

- Understanding Recipient Lists
- Creating A Recipient List
- Customising The Columns
- Adding Records
- Deleting Records
- Saving A Recipient List
- Opening A Recipient List
- Editing A Recipient List
- Understanding Merging From Scratch
- Selecting The Document Type
- Selecting The Recipients
- Inserting The Date
- Inserting An Address Block
- Inserting The Greeting Line
- Typing The Letter
- Inserting Individual Merge Fields
- Previewing The Merge
- Completing The Merge
- Setting Up Mailing Labels
- Completing Mailing Labels
- Running A Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying An If...Then...Else... Rule
- Applying A Fill In Rule

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### Shapes

- Understanding Shapes
- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying A Fill To The Drawing Canvas
- Applying Text Wrapping To A Canvas
- Applying Shape Styles
- Filling Shapes
- Applying A Solid Fill To Shapes
- Applying A Gradient Fill To A Shape
- Applying A Picture Fill To A Shape
- Changing Shape Outlines
- Applying An Outline To Shapes
- Changing Shapes
- Inserting And Formatting Text
- Applying Shadow Effects
- Applying Reflection Effects
- Applying Glow Effects
- Softening And Beveling Edges
- Applying 3-D Rotation Effects

### Text Boxes

- Understanding Text Boxes
- Inserting A Preformatted Text Box
- Typing Text Into A Text Box
- Positioning A Text Box
- Resizing A Text Box
- Deleting A Text Box
- Drawing A Text Box
- Formatting A Text Box
- Linking Text Boxes
- Modifying Text Box Margins
- Changing Text Direction
- Applying Effects To Text Boxes

### Table Features

- Creating A Table From Text
- Aligning Data In Cells
- Displaying Table Gridlines
- Inserting Formulas Into A Table
- Updating Formulas In A Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables
- Changing The Direction Of Text
- Repeating Heading Rows
- Converting A Table To Text

### Enhancing Pictures

- Understanding Picture Enhancements
- Removing A Picture Background
- Correcting Pictures
- Colouring Pictures
- Applying Artistic Effects
- Applying Shadows And Reflections
- Applying A Glow Effect
- Softening And Beveling Edges
- Applying Picture Styles To Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing The Picture Layout

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