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Microsoft Office Word 2013 Online Training



Course Outline

Word 2013: Level 1

Lesson 01 - Getting Started with Word

Topic A: Identify the Components of the Word Interface Word 2013 Landing Page A Word Document The Word Application Window The Ribbon The Backstage View The Clipboard Task Pane The Quick Styles Gallery Print Layout View Last Location Bookmark The View Tab Demo 1-1: Working with Components of the Word Application Window Demo 1-2: Opening and Displaying a Document in Different Views Demo 1-3: Applying Different Window Views Demo 1-4: Using Zoom Options Topic B: Create a Word Document The Print Window Demo 1-5: Creating a New Document Demo 1-6: Saving a Word Document Demo 1-7: Previewing and Printing a Document Topic C: Help The Word Help Window Demo 1-8: Finding Help in Word Lesson 01 Review

Lesson 02 - Editing a Document

Topic A: Find and Select Text Demo 2-1: Navigating and Selecting Text Topic B: Modify Text Live Preview Demo 2-2: Copying and Pasting Text The Undo Command The Redo Command Demo 2-3: Using the Undo and Redo Commands Topic C: Find and Replace Text The Navigation Pane The Find and Replace Dialog Box Find Options Demo 2-4: Finding and Replacing Text Lesson 02 Review

Lesson 03 - Formatting Text and Paragraphs

Topic A: Apply Character Formatting Fonts The Mini Toolbar The Format Painter Demo 3-1: Applying Different Font Options to Text Demo 3-2: Highlighting Text Demo 3-3: Using the Format Painter to Format Text Topic B: Align Text Using Tabs Text Aligned with Tab Stops The Tabs Dialog Box Demo 3-4: Setting Tabs Topic C: Display Text as List Items Bulleted and Numbered Lists Demo 3-5: Creating a Bulleted List Demo 3-6: Creating a Numbered List Topic D: Control Paragraph Layout Indents Applied to Paragraphs Demo 3-7: Setting Paragraph Alignment Demo 3-8: Setting Indents in a Paragraph Demo 3-9: Setting Spacing Options in a Document Demo 3-10: Setting Hyphenation Options Topic E: Apply Borders and Shading Page and Paragraph Borders Shading Applied to Bordered Text



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The Borders and Shading Dialog Box Demo 3-11: Adding Borders and Shading Topic F: Apply Styles Word Styles Applied to Text The Quick Styles Gallery The Styles Task Pane Demo 3-12: Applying Styles Topic G: Manage Formatting The Reveal Formatting Task Pane Demo 3-13: Reveal and Clear Formatting Demo 3-14: Find and Replace Formatting Lesson 03 Review

Lesson 04 - Adding Tables

Topic A: Insert a Table Data Organized into a Table The Quick Tables Gallery Demo 4-1: Inserting a Table in a Document Topic B: Modify a Table The TABLE TOOLS LAYOUT Tab The Table Properties Dialog Box Demo 4-2: Inserting and Deleting Rows and Columns Demo 4-3: Moving and Resizing Columns Topic C: Format a Table The TABLE TOOLS DESIGN Tab Demo 4-4: Formatting a Table Topic D: Convert Text to a Table The Convert Text to Table Dialog Box The Convert Table To Text Dialog Box Demo 4-5: Converting Data Lesson 04 Review

Lesson 05 - Managing Lists

Topic A: Sort a List Demo 5-1: Sorting a List Topic B: Renumber a List Demo 5-2: Renumbering a List Topic C: Customize a List A Multilevel List The Multilevel List Gallery Demo 5-3: Creating a Multilevel List Demo 5-4: Customizing a List's Appearance Lesson 05 Review

Lesson 06 - Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters Symbols Wingdings Demo 6-1: Inserting Symbols and Special Characters in a Document Topic B: Add Images to a Document Clip Art The PICTURE TOOLS FORMAT Tab Demo 6-2: Adding an Image to a Document Lesson 06 Review

Lesson 07 - Controlling Page Appearance

Topic A: Apply a Page Border and Color The Page Border Tab Demo 7-1: Applying a Page Border Topic B: Add a Watermark A Watermark The Printed Watermark Dialog Box Demo 7-2: Adding a Watermark to a Document Topic C: Add Headers and Footers Headers and Footers The HEADER & FOOTER TOOLS DESIGN Tab Demo 7-3: Inserting Headers and Footers Demo 7-4: Modifying a Header and Footer Topic D: Control Page Layout Portrait and Landscape Orientations Manual Page Breaks The Page Setup Dialog Box Demo 7-5: Controlling Page Layout Lesson 07 Review

Lesson 08 - Proofing a Document

Topic A: Check Spelling and Grammar The Spelling Pane The Grammar Pane **Readability Statistics** The Word Count Dialog Box Demo 8-1: Enabling Readability Statistics Demo 8-2: Checking Spelling, Grammar, and Length of a Document Topic B: Other Proofing Tools The Thesaurus Demo 8-3: Using the Thesaurus The Research Task Pane Demo 8-4: Using the Research Task Pane Translating Selected Text Research Options Demo 8-5: Checking Accessibility Lesson 08 Review

Lesson 09 - Customizing the Word Environment

Topic A: Customize the Word Interface The Word Options Dialog Box The AutoCorrect Dialog Box Demo 9-1: Customizing the Quick Access Toolbar Demo 9-2: Customizing the Ribbon Demo 9-3: Setting AutoCorrect Options Topic B: Additional Save Options Word 2013 File Formats Demo 9-4: Saving a Word Document in a Different File Format Demo 9-5: Using the Compatibility Checker Demo 9-6: Changing AutoSave Options Demo 9-7: Recovering an Unsaved Document Lesson 09 Review Course Closure



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Word 2013: Level 2

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Lesson 01 - Working with Tables and Charts

Topic A: Sort Table Data Single-Level Sort Demo 1-1: Sorting Table Data Topic B: Control Cell Layout Merged Table Cells Merged Title Row and Category Cells Demo 1-2: Controlling Cell Layout Topic C: Perform Calculations in a Table Formula Examples Number Format Masks Formula Arguments Equations Demo 1-3: Performing Calculations in a Table Topic D: Create a Chart Chart Components as Seen in a Bar Chart Chart Types **Caption Dialog Box** Demo 1-4: Creating a Chart Lesson 01 Review

Lesson 02 - Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles Built-In Style Examples Styles on the Ribbon Styles Task Pane Launcher The Styles Task Pane Linked Style Kerning Create New Style from Formatting Dialog Box Create New Style from Formatting Style Sets Demo 2-1: Creating and Modifying Text Styles Topic B: Create Custom List or Table Styles Creating a New List Style Creating a New Table Style Demo 2-2: Creating and Modifying List and Table Styles Topic C: Apply Document Themes Themes Gallery Save Current Theme Dialog Box Demo 2-3: Applying Document Themes Lesson 02 Review

Lesson 03 - Using Images in a Document

Topic A: Resize an Image Picture Layout Size Options Cropping Handles Crop to Shape Demo 3-1: Resizing an Image Topic B: Adjust Image Appearance The Adjust Group Original and Corrected Image Picture Corrections Options More Corrections Options Picture Color Options More Picture Color Options Artistic Effects Options Pencil and Chalk Artistic Effects

Removing Background from an Image Demo 3-2: Adjusting Image Corrections Options Demo 3-3: Adjusting Image Color Demo 3-4: Applying Artistic Effects Demo 3-5: Adjusting Image Appearance Demo 3-6: Removing the Background from an Image Topic C: Integrate Pictures and Text Layout Dialog Box Text Wrap Options Layout Options Button Text Wrapping Styles Through Wrap Option with Wrap Points Image Position Layout Dialog Box Position Options Horizontal Layout Positions Vertical Layout Positions Alignment Guides Rotate Image Demo 3-7: Integrating Pictures and Text Topic D: Insert and Format Screenshots Screenshot Tool Demo 3-8: Inserting and Formatting Screenshots Topic E: Insert Video Video Link Insert Video with Embed Code Insert Video from Search Demo 3-9: Inserting a Video Link Lesson 03 Review

Lesson 04 - Creating Custom Graphic Elements

Topic A: Create Text Boxes and Pull Quotes Examples of Pull Quote and Sidebar Demo 4-1: Creating Text Boxes and Pull Quotes Topic B: Draw Shapes Shape Categories Drawing Canvas Demo 4-2: Drawing Shapes Topic C: Add WordArt and Other Text Effects WordArt Gallery Drop Cap Formatting Demo 4-3: Adding WordArt and Other Text Effects Topic D: Create Complex Illustrations with SmartArt Adding Text to a SmartArt Graphic Choose a SmartArt Graphic Dialog Box SmartArt Graphic Categories Demo 4-4: Creating Complex Illustrations with SmartArt Lesson 04 Review

Lesson 05 - Inserting Content Using Quick Parts

Topic A: Insert Building Blocks Quick Parts Menu Building Blocks Organizer Building Blocks Pane Columns Demo 5-1: Inserting Building Blocks Topic B: Create and Modify Building Blocks Create New Building Block Dialog Box Demo 5-2: Creating and Modifying Building Blocks Topic C: Insert Fields Using Quick Parts Quick Parts Menu Field Codes and Field Values Field Code Syntax



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Field Dialog Box Field Dialog Box Showing Field Codes Field Code Categories Demo 5-3: Inserting Fields Using Quick Parts Lesson 05 Review

Lesson 06 - Controlling Text Flow

Topic A: Control Paragraph Flow Paragraph Flow Control Demo 6-1: Controlling Paragraph Flow Topic B: Insert Section Breaks Section Breaks Demo 6-2: Inserting Section Breaks Topic C: Insert Columns Columns with Column Breaks Columns Dialog Box with Custom Options Set Demo 6-3: Inserting Columns Topic D: Link Text Boxes to Control Text Flow Linked Text Boxes Demo 6-4: Linking Text Boxes to Control Text Flow Lesson 06 Review

Lesson 07 - Using Templates

Topic A: Create a Document Using a Template Word Templates Template Storage Locations Template and Template-Based Document Demo 7-1: Creating a Document Using a Template Topic B: Create a Template MacroButton Syntax Demo 7-2: Creating a Template Lesson 07 Review

Word 2013: Level 3

Lesson 01 - Collaborating on Documents

Topic A: Modify User Information **Document Panel** Demo 1-1: Modifying User Information Topic B: Share a Document Demo 1-2: Sending a Document as an Attachment **Topic C: Compare Document Changes** Comparing Two Documents Compare Documents Dialog Box Demo 1-3: Comparing Document Changes Topic D: Review a Document Track Changes Options Track Changes Indicator Comments in Comment Pane **Comment Replies** Demo 1-4: Reviewing a Document **Topic E: Merge Document Changes**

Lesson 08 - Using Mail Merge

Topic A: The Mail Merge Features Mail Merge Fields and Merge Results Data Source in a Word Table Mail Merge Fields Matching Mail Merge Fields Insert Greeting Dialog Box More Items Mail Merge Field Mail Merge Rules Mail Merge IF Rule Mail Merge Data Sources Mail Merge Process MAILINGS Tab Mail Merge Wizard Steps Insert Merge Field Dialog Box Mail Merge Recipients Dialog Box SQL Warning Message Demo 8-1: Performing a Mail Merge Topic B: Merge Envelopes and Labels Envelope with Merge Fields and Merge Results Demo 8-2: Merging Envelope and Label Data Topic C: Create a Data Source Using Word Demo 8-3: Creating a Data Source Using Word Lesson 08 Review

Lesson 09 - Using Macros

Topic A: Automate Tasks Using Macros Results of Running a Macro Macros Dialog Box Trust Center Options The DEVELOPER Tab Demo 9-1: Automating Tasks Using Macros Topic B: Create a Macro The Record Macro Dialog Box Customize Keyboard Dialog Box VBA Window Demo 9-2: Creating a Macro Lesson 09 Review Course Closure

Combining Document Changes Reviewing Pane Topic F: Review Tracked Changes Demo 1-5 & 1-6: Merging Document Changes and Accepting or Rejecting Changes Topic G: Coauthor Documents See Who Else is Editing the File Notification of an Area Locked by Another User Changes by Others are Highlighted in Green Demo 1-7: Coauthoring a Document Lesson 01 Review

Lesson 02 - Adding Reference Marks and Notes

Topic A: Add Captions Captions Caption Dialog Box Demo 2-1: Adding Captions



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Topic B: Add Cross-References Cross-Reference in a Document Demo 2-2: Adding Cross-References Demo 2-3: Updating a Cross-Reference Topic C: Add Bookmarks Bookmark Dialog Box Demo 2-4: Creating and Using Bookmarks Topic D: Add Hyperlinks Insert Hyperlink Dialog Box Demo 2-5: Inserting Hyperlinks Topic E: Insert Footnotes and Endnotes Footnotes and Endnotes Footnote and Endnote Dialog Box Demo 2-6: Inserting Footnotes and Endnotes Topic F: Add Citations and a Bibliography Create Source Dialog Box Demo 2-7: Inserting Citations and a Placeholder Demo 2-8: Adding a Bibliography Demo 2-9: Modify a Citation and Bibliography Lesson 02 Review

Lesson 05 - Forms

Topic A: Create Forms Forms Content Controls Content Controls Panel Demo 5-1: Using the Controls Group Demo 5-2: Locking and Saving a Form Topic B: Manipulate Forms Demo 5-3: Adding and Removing Fields from a Form Lesson 05 Review Course Closure

Lesson 03 - Simplifying and Managing Long Documents

Topic A: Insert Blank and Cover Pages Demo 3-1: Inserting Cover and Blank Pages Topic B: Insert an Index Index Dialog Box Concordance File Demo 3-2: Indexing a Document Topic C: Insert a Table of Contents Demo 3-3: Inserting a Table of Contents Topic D: Insert an Ancillary Table Mark Citation Dialog Box Table of Authorities Dialog Box Demo 3-4: Adding a Table of Figures Demo 3-5: Adding a Table of Authorities Topic E: Manage Outlines Outline View Demo 3-6: Creating and Organizing an Outline Topic F: Create a Master Document Master Document Demo 3-7: Creating a Master Document Demo 3-8: Modifying a Master Document Lesson 03 Review

Lesson 04 - Securing a Document

Topic A: Suppress Information Document Inspector Dialog Box Demo 4-1: Hiding Text Demo 4-2: Removing Personal Information from a Document Topic B: Set Formatting and Editing Restrictions Restrict Editing Task Pane Demo 4-3: Setting Formatting and Editing Restrictions Topic C: Add a Digital Signature to a Document Digital Signature Signatures Task Pane Requested Signatures Demo 4-4: Adding a Digital Signature to a Document Topic D: Restrict Document Access Demo 4-5: Setting a Password for a Document Lesson 04 Review