

Microsoft Office Word 2013: Level 1 Boot Camp



Course Outline

Lesson 1: Getting Started with Word

Topic A: Identify the Components of the Word Interface

Topic B: Create a Word Document

Topic C: Help

Lesson 2: Editing a Document

Topic A: Navigate and Select Text

Topic B: Modify Text

Topic C: Find and Replace Text

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

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

Lesson 5: Managing Lists

Topic A: Sort a List

Topic B: Renumber a List

Topic C: Customize a List

Lesson 6: Inserting Graphic Objects**Topic A:** Insert Symbols and Special Characters**Topic B:** Add Images to a Document**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**Lesson 8: Proofing a Document****Topic A:** Check Spelling and Grammar**Topic B:** Other Proofing Tools**Topic C:** Check Accessibility**Lesson 9: Customizing the Word Environment****Topic A:** Customize the Word Interface**Topic B:** Additional Save Options