

ASM Educational Center (ASM) Est. 1992

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Microsoft Office Word 2013 Level 1 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 9-5: Changing AutoSave Options Demo 9-7: Recovering an Unsaved Document Lesson 09 Review Course Closure