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Microsoft Office Word 2013 Level 2 Online Training



Course Outline

Word 2013: Level 2

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**

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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

Educational Center

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 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

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

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