



# Microsoft® Word 2013 Level 2

**Course Description:** This course is the second in a series of three Microsoft® Office Word 2013 courses. You will learn to create complex documents in Microsoft® Word 2013 by adding components, such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2013 efficiency tools. This Word course is designed for persons who create and modify standard business documents in Microsoft® Word 2013, and who need to learn how to use the program to create or modify complex business documents.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn to create, edit, and enhance standard business documents using Microsoft® Office Word 2013.

**Upon successful completion of this course, students will be able to:**

- Customize tables and charts
- Modify pictures in a document
- Create customized graphic elements
- Insert content using Quick Parts
- Create a Word form

**Prerequisite:** Microsoft® Word Level 1 or comparable Word experience.

Course Outline	
<b>Insert Content Using Quick Parts</b> <ul style="list-style-type: none"><li>• Create a Quick Part</li><li>• Add Quick Parts to a document</li><li>• Use the Building Blocks Organizer</li></ul> <b>Customize Tables</b> <ul style="list-style-type: none"><li>• Create a table</li><li>• Use table features</li><li>• Insert/delete rows and columns</li><li>• Sort table data</li><li>• Apply borders and shading</li><li>• Using the border painter</li></ul> <b>Customize Graphic Elements</b> <ul style="list-style-type: none"><li>• Insert Word Art, Online Pictures (Clip Art), Pictures</li><li>• Use advanced layout options</li><li>• Create watermarks</li></ul>	<b>Customize Drawing Objects</b> <ul style="list-style-type: none"><li>• Create a drawing object</li><li>• Apply fill color/3-D effects</li><li>• Resize/format/change object</li><li>• Use Smart Art</li></ul> <b>Use Chart Creation Features</b> <ul style="list-style-type: none"><li>• Create a chart (in Word and from Excel)</li><li>• Edit datasheet and chart type</li></ul> <b>Insert Online Media</b> <b>Use Themes and Styles</b> <ul style="list-style-type: none"><li>• Apply a style</li><li>• Create/modify a Style</li><li>• Use a document theme</li></ul> <b>Create a Table of Contents</b>