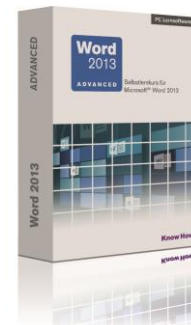


# Word 2013 — Advanced

What does this course offer you?

In this course, you will learn advanced techniques for working with Word 2013. You will work with designs, AutoText and lists. You will compose larger documents with headers and footers, page numbers, foot and endnotes and directories. In addition, you will develop graphics and integrate objects into your documents. Style sheets and document templates will help you to guarantee a uniform layout for your Word documents and to create templates for your standard letters. Watermarks, the recovery function and building blocks will also be introduced in this computer-based training.



The primary subject matter of the course:

## Using the program

- Using text effects
- Text layout with themes
- AutoCorrect
- Automatic text formatting
- AutoText
- Text wrap
- Enhanced text formatting
- Formatting paragraphs
- Using styles
- Editing styles
- Creating structure
- Viewing and modifying a structure
- Creating lists with multiple levels
- Using document templates
- Comments and correction mode

## Layout

- Creating contents tables
- Formatting a table of contents
- Using sections
- Working with columns

## Document organisation

- Bookmarks and cross-references
- Creating an index
- Field features
- Footnotes and endnotes
- Password protection

## Elements in a document

- Enhanced table editing
- Working with text boxes
- Embedded Excel tables
- Using table styles
- Editing graphics
- Creating drawings
- Working with drawings
- Using WordArt
- Adding watermarks

## Special tools

- Recovery function
- Synonyms and translations

## Print options

- Print options
- Printing envelopes
- Printing labels

## Using building blocks

- Creating and inserting quick building blocks
- Editing quick parts

### What are the course requirements?

Previous knowledge from the Word 2010 - Basic course is required for this course.

### What does this course include?

In addition to the instructional content, practice exercises and test questions are also included.

Number of lessons: 46

Learning Hours: 5  
Audio Hours: 2.5