Word 2013 - Part 2

Overview

Students will learn to use Word more efficiently by automating some tasks and creating complex documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels.

Prerequisites

• Word 2013 - Part 1

Course Objectives

After successful course completion, students will:
• Work with tables and charts.
• Customize formats using styles and themes.
• Use images in a document.
• Create custom graphic elements.
• Insert content using Quick Parts.
• Use templates.
• Use mail merge.
• Use macros.

Course Outline

Working with Tables and Charts
Sort Table Data
Control Cell Layout
Perform Calculations in a Table
Create a Chart

Customizing Formats Using Styles and Themes
Create and Modify Text Styles
Create Custom List or Table Styles
Apply Document Themes
Using Images in a Document

Resize an Image
Adjust Image Appearance
Integrate Pictures and Text
Insert and Format Screenshots
Insert Video

Creating Custom Graphic Elements

Create Text Boxes and Pull Quotes
Draw Shapes
Add WordArt and Other Text Effects
Create Complex Illustrations with SmartArt

Inserting Content Using Quick Parts

Insert Building Blocks
Create and Modify Building Blocks
Insert Fields Using Quick Parts

Controlling Text Flow

Control Paragraph Flow
Insert Section Breaks
Insert Columns
Link Text Boxes to Control Text Flow

Using Templates

Create a Document Using a Template
Create a Template

Using Mail Merge

The Mail Merge Features
Merge Envelopes and Labels
Create a Data Source Using Word

Using Macros

Automate Tasks Using Macros
Create a Macro

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